

WOOD COUNTY ENGINEER'S OFFICE

POSITION DESCRIPTION

Class Title: Foreman

Department: Highway, Engineer

Class Code: 47-1011

Status: Classified; Non-Exempt

Grade: 7

GENERAL:

The purpose of this classification is to manage and participate (working foreman) in the daily work of assigned staff, ensuring that subordinates have the proper resources needed to complete assigned work, monitoring and inspecting work and providing technical expertise. Duties vary according to area of assignment. This position shall be subject to mandatory overtime or shift work and is subject to random drug and alcohol screenings. This position is designated as essential and, as such, all duties associated with this job are required during emergency situations which may include but are not limited to inclement weather, disaster response and emergency operations

DUTIES:

These duties are illustrative only. Incumbents may perform some or all these duties or other job-related duties as assigned

- Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management. Performs inventory/requisition functions; assesses equipment and supply needs for daily tasks; orders equipment, supplies, materials, or other items as needed; coordinates use of shared equipment and coordinates delivery of supplies for use in assigned tasks; receives, unloads, and verifies quantity of delivered items. Must be punctual and maintain an excellent attendance record.
- Maintains equipment and inventory records; reviews billing invoices and maintains copies; prepares records of equipment, tools, material, and supplies used for specific projects/tasks; prepares/maintains equipment repair records; prepares annual inventory of all equipment and supplies as required. Coordinates with other foremen to plan and complete projects; may work with private contractors, providing labor for specific projects such as snow removal, paving, and operations as the need arises.
- Inspects equipment regularly for proper function; supervises/performs maintenance; maintains records of regular maintenance; performs small repairs on equipment in the field to continue daily operations and limit down time; and plans and schedules for repair of equipment as needed.
- May supervise and participate in bridge replacement and maintenance, road resurfacing and sealing, guardrail replacement and repair, cutting of brush on/along roads and bridges, repair of vehicles and equipment and/or other duties dependent upon area of assignment.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures; receives and reviews various documentation including vehicle maintenance documents/reports, daily job duty, blueprints, utility information, etc.; reviews, completes, processes, forwards or retains as appropriate. Prepares or completes various forms, reports, correspondence, and other documentation, including vehicle reports, time sheets, material use charts, and purchase orders; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.
- Communicates with County Engineer, Equipment Operators, Project Managers, other Foreman, other department employees, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Minimum Qualifications:

Associate degree in related field; supplemented by three to five years of progressively responsible supervisory experience in area of assignment; or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Ohio Commercial Class B driver's license

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PERFORMANCE APTITUDES:

Knowledge, Skills, and Abilities:

Management; supervision; goals and objectives of the agency; policies and procedures of the agency; Broad base of knowledge and skills related to highway maintenance and construction operations. Knowledge of the methods, practices, materials, tools, and equipment needed to maintain public infrastructure. Knowledge of the occupational hazards and safety precautions to be exercised to ensure safe operation of equipment and to ensure the safety of fellow workers and the public. Ability to establish and maintain good working relationships with other department personnel and members of the public. Ability to provide training and work direction to others. Ability to read, understand and interpret technical documents. Ability to perform strenuous physical work. Skills: Skilled in use and operation of mechanized and manual equipment and tools.

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach; lift/carry; push/pull; and talk; or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move up to 50 lbs., while occasionally must lift and/or move very heavy weight of greater (>)100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. However, this position may require some outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment. Proper PPE and footwear are always required.

The Office of the Wood County Engineer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Your application for any position does not guarantee you will be contacted for further consideration. Only those applicants interviewed will be notified of the results