

BARTON COUNTY POSITION DESCRIPTION

DEPARTMENT: Road & Bridge

POSITION TITLE: Asphalt Foreman

GRADE: 4

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Non-Exempt

REPORTS TO: Director of Road and Bridge

POSITION SUMMARY: Supervises the work of equipment operators and laborers engaged in road construction, asphalt patching and overlay work, including scheduling of daily assignments. Ensures personnel are available to perform these duties. Responsible for asphalt operations, organization, reporting and security; may be required to perform administrative job duties in the absence of the Director and/or other supervisors. Works with the Grading Foreman to coordinate projects.

FUNDAMENTAL JOB DUTIES:

TRAINING

- Ensure workers are trained in preventive maintenance, service and safety operations of equipment. Trains new personnel on heavy equipment operations.

PERSONNEL/SUPERVISORY

- Reports to work a minimum of 30 minutes early each day to meet with other personnel and establish daily work schedule.
- Plans, assigns, supervises and inspects work crews engaged in widening intersections, sealing, patching, surfacing, grading, clearing, excavating, filling and construction of roads.
- Meets with other Foreman personnel and/or department heads on a daily basis to line out crews and projects.
- Updates the department Director on status/progress of current and/or pending projects on a weekly basis.
- Works with County Engineer on bridge and road projects.
- Makes final decisions and judgment calls of job tasks as needed.
- Answers questions and resolves complaints received from the general public pertaining to assigned work.
- Reports to upper level staff on particular problems or concerns.
- Completes and maintains daily, weekly and/or monthly reports for further Barton County improvements.

EQUIPMENT and ROADS

- Construct and maintain sand pits, bridges, culverts, guard rails, barriers, fences, traffic control signs and other structures as required.
- Responsible for asphalt operations, to include organization, reporting, and security.
- Oversee maintainer in actual overlays on job site.

- Assist with removal of snow, ice, brushes, trees and trash from county roads and bridges as needed.
- Excavate trenches, compact and cover trash at the landfill if required.

OTHER

- Attends on the job training and continuing education programs as needed and/or required.
- Performs other related duties as assigned/instructed
- Operates computers and other office equipment

NOTE: Supervisor and Assistant Supervisor will train laborer personnel on all phases of equipment operation. Supervisor and Assistants must know how to operate all equipment and their functions. All Supervisor personnel will participate in various Continuing Education Classes as assigned.

EDUCATION: Minimum Required: High school diploma or equivalent (GED) with College or Vo-tech training as a supplement

EXPERIENCE: Minimum Required: Three (3) years experience operating heavy trucks and equipment.

Preferred: Experience in surveying skills, dirt excavation and finish work.

Licensure/Certification: Current Class A CDL Drivers License required.

SKILLS / KNOWLEDGE: Ability to read, write and communicate. Training in supervisory skills, public relations, and employee relations is essential; ability to exercise professional judgment without supervision. Competent communicator with an understanding of blueprints and survey maps. Fluent problem solver and resolution of complaints. Experience and knowledge in construction methods of culverts and bridges. Develops methods to achieve objectives outlined by the Director. All Foreman personnel should have knowledge of all Barton County Equipment and office procedure functions. Ability to work with no direct supervision. Close mental and visual attention required at all times

PHYSICAL REQUIREMENTS / ABILITIES. Ability to lift and carry up to 100-pound objects. Regularly stoops, bends, squats and performs manual labor. Climbs on and off equipment, Ability to operate crane, back hoe, motor grader-maintainer, front end loader, mixer, tractor mowers, rollers, sand spreader, oil distributor, ADM asphalt plant, mechanical broom, paint stripping machine, scraper, trash compactor, dredge pump single and tandem-axle truck and tractor-trailer and all other pertinent equipment as required. Works with the public on a regular basis.

WORKING CONDITIONS / ENVIRONMENT: Regularly works outdoors; exposure to inclement weather conditions. Frequently drives County vehicle. Regularly works around loud and noisy equipment; may encounter unsafe and dangerous situations on various project sites.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____ Date ___/___/___

Employee Signature _____

Department Head Signature _____

Counselor / Administrator Signature _____

Asphalt Foreman Heavy Equipment Operation

1. Check all fluid levels required by the operators manual prior to starting the engine.
2. Check all tires and look the machine over for anything unusual prior to starting.
3. When blade patching digs out bad area, check and make sure it is clean of dirt, grass, etc., prior to applying new asphalt.
4. Apply thin overlays in the manner that it is an improvement to the ride. Smooth out the ridges and clumps before leaving the patch and/or overlay.
5. Always feather out the ends of the patches and/or overlays.
6. Operate the machine in such a way to minimize the efforts of others.
7. Always be aware of traffic, other persons or other machines operating around you.
8. Leave the job at the end of the work day in a safe condition.
9. Always checks the signing prior to leaving the job.
10. Has the ability to see the job after being told.
11. Safety conscious at all times.
12. Parks machinery in a safe place at the end of the day; preferably near a residence.
13. Performs maintenance to machinery when least needed, such as rainy days, if possible.
Maintains projects in an efficient manner.

Servicing and Maintaining Equipment

1. Initiates service at specified intervals.
2. Checks tires for flats daily.
3. Bleeds air tanks when applicable.
4. Detects, notes and reports unusual noises before they become a major problem, such as irregular tire wear, vibrations, etc.

Snow Removal

1. During snow removal operates motor grader and plow.
2. Removes snow to depth instructed by supervisor.
3. Leaves no gaps when plowing snow.
4. Uses caution around signs and mailboxes. (No mail on the ground)
5. Constantly checks over equipment for worn bits, shoes, pins, chains, and/or broken braces and supports.
6. Have equipment ready to go daily and always have equipment ready for the next storm.

Supervising

1. Has the ability to continue work production in the absence of the supervisor
2. Has the ability to teach others how to operate equipment on the crew.
3. Takes the lead to make everything run smoothly.

Other Jobs from Time to Time

1. Knowledge of tools for fence building and ability to use properly.
2. Operates all other equipment in a satisfactory manner.
3. Performs other jobs from time to time such as hand patching, road maintenance, etc.

Other Jobs Showing Versatility

1. Sandblasting, cleaning, waxing and renovation of equipment.
2. Operating other equipment when needed/required.
3. Performs welding, painting, carpentry, etc. as needed.
4. Performs mechanical work when needed.