

STILLWATER COUNTY Job Description

CLASS TITLE: Road and Bridge Foreman

DEPARTMENT: Road and Bridge Department

ACCOUNTABLE TO: Road and Bridge Superintendent

PRIMARY OBJECTIVE OF POSITION: Under general direction, performs a variety of tasks and assignments to implement a program that will insure the sound construction and maintenance of roads and bridges consistent with County Commission policy and with Federal and State regulations; Individual judgment and difficult decision making are required.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include walking, bending, climbing, stooping, reaching up to six and one half (6 ½) feet, getting in and out of a vehicle, and lifting up to 100#s (greater with assistance);
- Work is generally performed in uncontrollable conditions in which cold, heat, and dampness is encountered, and exposure to chemicals, fumes, dust, and combustible materials is present;

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Directs the activities of the construction and maintenance of county roads, bridges, and property as directed;
- Receives and reviews work assignments and coordinates with other workers and the superintendent to determine the time, equipment, and personnel necessary to complete assignments;
- Assures that the maintenance, repairs, and construction of roads are completed according to project specifications, engineering standards, and County requirements;
- Operates a variety of trucks and specialized equipment on construction and maintenance projects as well as sanding and plowing during hazardous road conditions;
- Assures vehicle and equipment safety checks and minor maintenance on vehicles are performed to ensure safe operations;
- Provides support in transporting equipment and materials, culvert cleaning, clearing roadsides, drainage features, preparing asphalt surfaces, pothole patching, digging holes and ditches, fencing, trimming, cutting trees and shrubs, traffic control, and related activities;
- Reviews road and bridge conditions across the county and recommends action to correct deficiencies and conducts inspections of county roads and bridges to ensure their safety;
- Assists in the planning of road and bridge, building, and grounds activities;
- Assists in the development and preparation of a budget program with supporting data;
- Adheres to safety techniques and procedures at all times;

CLASS TITLE: Road and Bridge Foreman (continued)

- May recommend equipment purchases of new and replacement items;
- Receives and answers citizens' complaints and inquiries;
- Prepares routine records and reports of own activities and those of the department;
- Responsible for facilities and equipment requiring care against breakdown;
- Contacts with the public are varied requiring tact and diplomacy in which the ability to perform duties is directly affected through communications and rapport established; and
- Performs other related duties as may be assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises employees of the Road and Bridge Department.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school; Computer skills desirable; PLUS
- Ten (10) years of progressively responsible road maintenance or construction experience with the demonstrated ability to read maps and construction plans;
- Possession of a valid Montana CDL Class A with appropriate endorsements preferred.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Effectively utilizes personnel and resources;
- Serves as a liaison to Road and Bridge Superintendent regarding road and bridge upgrading and maintenance needs, equipment replacement, employee concerns, public complaints, and other department needs;
- Possesses skills in understanding and implementing road and bridge maintenance and construction standards and procedures, material specifications, and basic mechanical diagnosis and repair;
- Possesses skills in the use of heavy equipment, power tools, and hand tools;
- Assists in preparing long and short range goals and budget;
- Establishes and maintains effective communication and working relationships with fellow employees and the Public;
- Attends after hour meetings, workshop seminars, and other training programs as directed;
- Performs other assignments as may be required or assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 3-1-2017