

Clinton County, Iowa
Job Description

Job Title: Resurfacing Crew Foreman	Reports to: Maintenance Superintendent
Department: Clinton County Secondary Road Dept.	Pay Band: B31
Revision Date: September 2024	FLSA: Non Exempt

SUMMARY: Under general supervision, performs a variety of highway maintenance and construction duties relating to operations of the Secondary Roads department. Leads the resurfacing crew operations including ensuring county policy and procedures are implemented. Primarily performs manual labor and operates heavy trucks in the placement of aggregate on county roads. The Resurfacing Crew Foreman will lead by example the behaviors and work ethic becoming of Clinton County.

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with Secondary Roads staff, other agencies and departments and the general public.
- Provides customer service that is courteous and responsive to both public and other agencies and departments by email, phone, or in person.
- Must maintain confidentiality.
- Ability to complete work by deadlines, which can change at the last minute and maintain professionalism.
- Must have proficient organizational skills and able to prioritize.
- Safely and efficiently operate heavy trucks utilized in road maintenance, snow and ice removal operations and construction projects. May occasionally operate an end-loader and other equipment as necessary.
- Perform manual labor necessary to conduct maintenance and construction projects including, but not limited to: patching roads, pipe installation, mowing and clearing right-of-ways, spreading rock, digging and cleaning ditches, shoulder construction and maintenance, crack routing, crack sealing, bridge and culvert repair/construction and erecting and replacing road signs.
- Perform regular inspections of equipment to ensure safety and operability including, but not limited to: heavy truck, end-loader, concrete saw, chain saw, wood chipper, tractor and mower.
- Perform preventive maintenance on assigned equipment on a regular basis.
- Schedules and coordinates contractors and county staff for the timely resurfacing of aggregate roads.
- Perform other job-related duties as necessary or assigned.

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Minimum Qualifications - (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment and smart phone for communication.
- Ability to establish and maintain effective working relationship with co-workers, other agencies and departments as well as general public.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy and maintain confidentiality.
- Ability to uphold a positive image of the Clinton County Secondary Roads.
- Possess effective communication and negotiation skills.
- Ability to utilize effective verbal, written, and listening communication skills.
- Ability to establish effective working relationships with foremen, co-workers and all levels of county staff and general public.
- Possess a valid CDL driver's license.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

Performs duties outdoors and is routinely exposed to varied weather conditions. Routine exposure to chemicals, engine exhaust, noise and hazards associated with traffic.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.

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- Weight lifted/force exerted – Occasionally requires lifting objects up to 50 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

Commercial Driver's License required.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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Employee Signature: _____

Employee Printed Name: _____

Date: _____