

Sioux County
Employer's Job Description
(Revised 2018)

Name: _____

Department: Secondary Roads

Position Title: District Maintenance Foreman

Pay Grade: TBD

Status: Salaried / Exempt

Reports To: Engineer/Maintenance Superintendent

Primary Purpose for Position

The primary purpose of this position is to manage and performing skilled work in the inspection and maintenance of a Maintenance District in the Sioux County road system, and responsible for managing and performing skilled work in the inspection and maintenance of the road system, scheduling, solving and completing phases of maintenance procedures that occur in the maintenance of a maintenance district of the road system.

Essential Duties and Responsibilities

The following are primary duties for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Engineer or Maintenance Superintendent.

- Communicate closely with the County Engineer and Maintenance Superintendent in the operation of a maintenance district
- Responsible for scheduling and completing the various types of maintenance activities required in maintaining and inspecting a maintenance district of the County road system
- Responsible for preparing weekly work schedules assigning job duties to district road maintenance personnel.
- Responsible for collecting and approving payroll books, collecting service and repair cards, fuel cards, distributing overtime, and other forms, etc. required by the Engineer.
- Responsible for ordering supplies such as fuel, oil, grease, repair parts, etc. required in the operation of a maintenance district.
- Responsible for maintaining an adequate inventory such as filters, cutting edges, shop supplies which are available from a central storage room.
- Responsible for determining tire needs, tire chains, chains, and various shop needs to operate a maintenance district.
- Use and monitor the use of hand tools such as hammers, saws, wrenches, screwdrivers, pry-bars, chisels, shovels, brooms, etc. on a wide range of highway maintenance repairs along with equipment and building maintenance repairs.
- Know the proper application and limitation of each hand tool and use tools in a safe manner by adhering to all safety labels, and rules utilizing safety accessories when required.
- Responsible for the proper care and maintenance of hand tools to avoid damage and loss.
- Use and monitor use of power tools of the mechanical, electrical, and pneumatic type, such as chainsaws, lawn mowers, drills, skill, jig and band saws, impact wrenches, jackhammers, air compressors, etc. on a wide range of highway maintenance repairs in addition to equipment and building repairs.

- Know the proper application and limitations of each power tool. Must use power tools in a safe and proper manner by adhering to all safety labels, and rules utilizing safety accessories when required and responsible for the proper care and maintenance of power tools to avoid damage and loss.
- Responsible for monitoring unsafe and reckless use of hand and power tools by maintenance personnel and taking proper steps to prohibit such type of usage.
- Use and monitor the use of light, medium, and heavy-duty type trucks with attachments such as dump boxes, sand spreaders, one way and V-plows, snow wings, and other similar type equipment to perform and complete road way maintenance activities for the county road system.
- Know the proper application and limitations of trucks and attachments and need to perform or monitor the general maintenance and repairs such as changing oil and filters, greasing, changing tires, etc., along with the daily required checks of fluid levels, grease and preventive maintenance checks such as missing bolts, stress cracks, excessive wear of moving parts, etc.
- Operate trucks in a safe manner by adhering to all safety labels, rules and traffic regulations and responsible for the care and maintenance and general appearance of trucks.
- Use and monitor the use of light to heavy duty road construction equipment such as utility tractors, rollers, wheel loaders, track type loaders, dozers, scrapers, excavators, motorgraders and other similar type equipment to perform and complete a variety of roadway maintenance activities.
- Proper application and limitations of construction equipment and need to perform general maintenance and repair such as changing oil and filters, greasing, etc. in addition to the daily required checks of fluid levels, grease, and preventive maintenance checks, such as missing bolts, damaged parts, stress cracking, excessive wear of parts, etc.
- Use construction equipment in a safe manner by adhering to all safety and warning labels, rules, etc., and be responsible for the care, maintenance and general appearance of construction equipment.
- Responsible for monitoring unsafe and reckless use of trucks, heavy equipment, etc. by maintenance shop personnel and taking the proper steps to prohibit such type of usage.
- Perform and monitor light to moderate mechanical work performed in servicing equipment, performing daily maintenance checks and preventative maintenance functions along with minor repairs such as replacing worn, missing and damaged parts, etc.
- May need to use welders, cutting torches, etc. to perform minor repairs of equipment.
- List and submit culvert and bridge sites to the County Engineer needing repairs or replacement along with segments of roads requiring ditch cleaning, reconstruction, drainage improvements, etc.
- Schedule, monitor, and assist in completing the necessary work required in the inspection and maintenance of maintenance district and repairing shoulders, edge rutting, installation of drainage structures, minor bridge and culvert repairs, tile repairs and other repairs within county right-of-way, utilizing the proper signs and barricades on maintenance projects, etc.
- Responsible for snow and ice removal from a maintenance district road system and perform the necessary checks to determine when and how snow and ice is to be removed from road system and what equipment will be utilized.
- Using snow fence, sand, salt, chloride, gravel, dirt, and various tools, equipment, supplies, etc. in the inspection and maintenance of a maintenance district of a county road system.
- Responsible for the total operation and activities that occur in the District Maintenance shop facility along with the activities that occur outside the shop facility during the inspection and maintenance of a maintenance district.
- Knowledge and ability to use and apply the proper equipment, tools, supplies, etc. in performing and completing the duties and responsibilities pertaining to the inspection and maintenance of a maintenance district.

- Know the various types of activities and job duties performed by road maintenance personnel in order to assist and monitor the completion of such activities and duties.
- Basic understanding of mechanical principles and metal welding principles required of this position.
- Adapt to changes in procedures, technology etc. and apply these changes to completing the duties and responsibilities required of this position.
- Able to keep organized and accurate records such as time books, service and repair cards, fuel cards, shop inventory sheets, overtime distribution sheets, fuel inventory sheets, etc.
- Able to work independently and prioritize their own work illustrating self-motivation and conscientious
- Other projects or maintenance duties as assigned or directed

Minimum Training and Experience Required to Perform Essential Job Functions

High School graduation or a GED equivalent with a minimum of three (3) years' experience working under the direction and supervision of a district maintenance foreman, or sufficient experience from working in the road maintenance and road construction field or sufficient experience in municipal street maintenance as a foreman, supervisors, etc. Valid Iowa Class A Commercial Drivers License (CDL) and proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to correct problems that may arise in the inspection and maintenance of a maintenance district, in addition to handling the stress associated with complaints, completing job assignments on a timely manner, scheduling work assignments, snow and ice removal, etc., submitting forms, payroll, etc.
- Ability to work with or direct a group of workers, including the ability to provide instructions. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with the Engineer and other personnel, Iowa DOT, contractors, consultant and vendor representatives, and the public.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Mathematical Ability

- Ability to interpret statistical reports, plans, formulas, and/or formulation and equation data.

Physical Requirements

- Ability to deal with required complex and rapid adjustments involving equipment or landscape.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as operating a transit.
- Ability to exert moderate to heavy physical effort including lifting and carrying up to 50 pounds, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and tasks.

Environmental Conditions

- Ability to work outside under some uncomfortable conditions inside and outside, hot and cold weather, where exposure to environmental factors such as temperature variations or extremes, odors, toxic agents, noise, wetness, machinery, disease and/or dust may cause discomfort and poses some risk of injury.

Compliance

- Compliance with the employee handbook, county policies, department work rules, supervisor directives, and the terms of the memorandum of understanding are required.

Sioux County 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.
