

Park County

Job Description



Title:	District Road & Bridge Foreman	Code:	
Division:	Public Works Division	Effective Date:	6/1/2010
Department:	Road & Bridge Department	Last Revised:	08/28/18

GENERAL PURPOSE

The District Road & Bridge Foreman is responsible for overseeing the day to day operations and maintenance of the Park County Road & Bridge System within an assigned district (ie, Powell or Cody). In this capacity, the District Foreman performs a variety of managerial, administrative and supervisory tasks related to planning, organizing, directing, and coordinating the construction and maintenance of County roads, bridges, culverts and other drainage conveyances.

SUPERVISION RECEIVED

The District Road & Bridge Foreman works under the direct supervision of the Park County Engineer and shall work in close coordination with other Road & Bridge Foremen as needed.

SUPERVISION EXERCISED

The District Road & Bridge Foreman provides close to general supervision to the Assistant Foreman and Equipment Operator(s) that are assigned to a specific district or project. The Foreman may delegate responsibility to subordinate supervisors and lead workers when necessary.

ESSENTIAL FUNCTIONS

- *Serves as liaison to the public and various local and state agencies as needed to establish and maintain effective public relations and develop cooperative solutions to common problems and goals;*
- *Coordinates departmental projects with County Engineer, U.S. Forest Service, Bureau of Land Management, Bureau of Reclamation, State Highway Department, Army Corp. of Engineers, Special Service Districts, Irrigation Districts, school districts, cities, townships, private enterprise and other agencies as is necessary to manage, construct, and maintain the Park County Road & Bridge System.*
- *Responds to public complaints and inquiries, investigates, determines necessary repairs and estimates completion dates.*
- *Reviews and approves right-of-way permit applications.*
- *Assists the County Engineer in recruiting and maintaining sufficient qualified staff;*

- *Assigns District personnel and equipment to maintain scheduled operations;*
- *Oversees the training of personnel in the operation of equipment;*
- *Recommends to the County Engineer priorities for equipment repair and purchase.*
- *Oversees quality assurance through field inspections on various internal and contracted projects;*
- *Apprises contractors and staff of performance standards as necessary;*
- *Discusses procedural options with County Engineer and other Road & Bridge Foremen as needed to solve problems; coordinates problem follow-up inspections to assure compliance with applicable regulations, standards, and approved plans.*
- *Supervises the maintenance of roads, bridges, and drainage systems within assigned district;*
- *Analyzes projects and determines quantity and quality of materials necessary and orders the same if not readily available.*
- *Establishes work schedules and deadlines;*
- *Inspects work in progress to assure that workmanship conforms to specifications and that construction and maintenance schedules are adhered to;*
- *Oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, etc.*
- *Assists the County Engineer and other Road & Bridge Foremen in developing and administering departmental budget(s); directs procedures to assure compliance with established budgets; assures all equipment purchases, requisitions, and supplies and materials conform to departmental needs and goals;*
- *Works in coordination with the County Engineer and other district foremen in developing and implementing preventative maintenance programs and schedules for County road & bridge related infrastructure and equipment;*
- *Operates various types of heavy equipment, i.e., trucks, loaders, dozers, backhoes, graders, mowers, rollers, snow plows, chippers, oil distributors, and various hand and power tools, etc., as needed to assist in the completion of various projects.*
- *Performs other related duties as required.*

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. *Graduation from high school plus two (2) years of specialized training related to basic civil engineering, public works construction management or related field;*

AND

B. *Eight (8) years of general road and bridge construction experience, two (2) years of which must have been in a position equivalent to that of assistant superintendent or lead operator;*

OR

C. *An equivalent combination of education and experience.*

2. Required Knowledge, Skills and Abilities:

Road & Bridge Foreman must possess a good working knowledge of:

- ✓ *blueprints, grades, machinery, materials, and methods on constructing roads, bridges, and drainage systems;*
- ✓ *principles of supervision and worker motivation;*
- ✓ *general accounting principles and practices;*
- ✓ *budget development and control programs;*
- ✓ *safety standards related to road and bridge construction;*
- ✓ *hazards common to heavy equipment operation;*
- ✓ *equipment maintenance and repair standards;*
- ✓ *cost analysis and scheduling practices; and*
- ✓ *current construction methods, practices, materials, tools and equipment;*

Road & Bridge Foreman must have acquired the following skills through experience and training:

- ✓ *skill in the operation of heavy mechanized equipment as required by the position.*

Road & Bridge Foreman must be able to demonstrate the following abilities:

- ✓ *communicate effectively verbally and in writing;*
- ✓ *plan, organize, and direct a variety of construction/maintenance projects related to road and drainage systems;*
- ✓ *visualize completed projects in planning stages and estimate the end results;*
- ✓ *estimate quantity of materials accurately; and*
- ✓ *develop and maintain effective working relationships with elected officials, County Engineer (and other Public Works Department staff), federal agencies, state agencies, local governments, other district foremen, subordinates, and the public.*

3. **Special Qualifications:**

- ✓ *Must possess a valid Wyoming Class "A" Commercial Drivers License (CDL).*
- ✓ *Must be able to pass ICC physical and maintain medical certificate.*
- ✓ *Must be flagger certified or be able to attain certification when required.*
- ✓ *Must be able to comply with applicable county and departmental policies and safety standards.*

4. **Work Environment:**

Tasks require a variety of outdoor and physical activities occasionally involving muscular strain, such as walking, standing, stooping, sitting, lifting and reaching. Talking, hearing and seeing are considered essential to the performance of daily job functions. Common eye, hand, finger, leg and foot dexterity is required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in an automobile throughout the County and State are possible. Occasional operation of heavy equipment throughout the County may be required as part of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job
description.

(Employee)

Date: _____