

## TAMA COUNTY JOB DESCRIPTION

**Date:** February 10, 2023

**Department:** Secondary Roads

**Title:** Roads Foreman

**FLSA:** Full-Time/Salaried

**Reports to:** County Engineer

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### PURPOSE

The Road Foreman directly supervises employees in order to maintain and construct improvements to the secondary road system and the facilities of the department. This includes understanding and properly carrying out the policies of the County, identifying deficiencies to the road system and either reporting or formulating plans to correct them, scheduling work, performing advance preparations such as contacting landowners and locating utilities (One Call), assigning jobs and equipment, following up on work to ensure it has been done properly, procuring materials or seeking help in doing so, fielding complaints and requests for work from the public, responding to emergencies and other related work as it comes up. This will also include working with HR for hiring, firing and discipline of employees. The position reports to the County Engineer.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The following duties are typical for this job. However, these are not to be construed as exclusive or all inclusive. Other related duties may, at times, be required and assigned.*

- Strong communication skills, including fluent English skills (reading, writing, speaking, and understanding) and the ability to explain situations and events to management and employees accurately.
- Interact positively with employees to assign work and have it carried out properly.
- Understand plans and ensure they are followed.
- Interact positively with other members of management.
- Keep records and produce reports concerning projects and ensure employees complete their necessary reporting (time sheets, daily work reports, etc.)
- Identify deficiencies to the road system.
- Check roads and call out employees for snow and ice removal, as well as other emergencies that arise.
- Interact with the public in a positive manner.
- Follow county, state and federal laws and regulations in completion of work.
- Ensure safety of employees.
- Capable of lifting 50 pounds.

- Traverse rough terrain and side-slopes to inspect drainage structures and other aspects of the road system.
- Consistently apply policies.
- Be on call at all times or assign someone if not available.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL DUTIES**

### **Physical requirements**

1. Work requires the capacity to stand, walk and to use hands to finger, handle or feel objects, reach with hands and arms, climb into equipment, stoop, kneel, crouch or crawl to speak and to hear and to occasionally lift objects up to 50 lbs. Requires close, distance, color and peripheral vision, depth perception and the ability to focus eyes on small objects.

### **Cognitive demands**

1. Proficient in providing appropriate direction, guidance, and control functions to subordinate personnel; demonstrated capacity to perform full range of human resource management functions including assigning and reviewing work.
2. Planning work, developing, and maintaining standards, selecting, disciplining employees. Ability to use information and subject matter knowledge related to people, data and things obtained through observation, interpretation, visualization, and practical experience.
3. Ability to determine location and sequence of actions necessary to correct problems and implement effective decisions. Ability to gather information about materials and procedures from manuals, blueprints, and specific instructions.
4. Performs basic arithmetic operations (addition, subtraction, multiplication, and division in evaluating and reporting fiscal and operational data). Capacity to keep alert and maintain concentration for prolonged periods.

### **Language Ability and Interpersonal Communication**

Capacity to determine and interpret work procedures to a group of workers, assign duties, maintain positive work relations, and promote operational efficiency. Ability to speak clearly using normal word order and to write simple sentences containing subjects, numbers, figures, names, and addresses. Requires the ability to read and interpret rules, procedures, policies, contracts, and related documents which impact on program requirements and goals and to interact regularly with other departmental employees, the public, utility representatives, other governmental officials or receiving and transmitting basic information either directly, by telephone or written correspondence.

### **Environmental Adaptability**

Hazards are those generally associated with the operation, maintenance and repair of tools, power equipment and heavy construction equipment used in various functions and activities. Potential for serious injury to the employee such as loss of life or limb due to gravel or slippery road surfaces, slow moving farm equipment, speeding traffic, wind driven snowstorms, power line breakages and related occupational hazards.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from high school or GED and five years of experience in road construction and maintenance, and heavy equipment operation. Must possess and maintain a valid Class A Commercial Driver's License with an air brake endorsement. Other endorsements may also be required. Must also maintain the driver insurability standards of the County's insurance carrier. Experience in highway maintenance that has been progressively responsible. The duration of experience is unspecified, but typically 5 years is the minimum length of time. Considerable knowledge of equipment and safety practices. Experience in operating construction equipment

NOTE: After accepting an offer of employment, applicants may be required to have a physical examination verifying the physical ability to perform the duties described.

NOTE: In conjunction with Title 49 of the Code of Federal Regulations (parts 391 & 40), this job requires a pre-employment drug screen and will require ongoing participation in the employer's drug testing program.

NOTE: Be available to respond to emergency situations and report within 30 minutes to the assigned facility or location.

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**I have read and understand the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of this position, the Employer reserves the management right to revise the functions and duties of the position, or to require that additional or different work tasks be performed as conditions warrant. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment, nor alter my status as an "at-will" employee. I have the right to end my employment at anytime and for any reason, and the Employer has a similar right.**

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**Employee's signature**

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**Date**

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**Department Head**

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**Date**

**Tama 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 prospective employees to discuss potential accommodations with the Employer as conditions warrant.**