JOB DESCRIPTION

Position Title: District Foreman

Department: Road and Bridge

Supervised by: Board of County Commissioners

Supervises: Road and Bridge Employee

JOB DUTIES AND RESPONSIBILITIES

* Consider liability of Kit Carson County in all decisions made.
* Reports to Board of County Commissioners overall, but operates under general supervision of the District County Commissioner.
* This is a "working foreman" position and requires ability to operate all equipment and perform the same jobs as other department employees when necessary.
* Requires experience with personnel management, all aspects of road and bridge construction and maintenance, and employee oversight, equipment operation and maintenance, job safety, mechanical ability, record keeping; including operations related to sand and gravel pits.
* Exercise independent judgment and initiative in the accomplishment of most tasks.

MINIMUM QUALIFICATIONS

* Must be able to read, understand, and follow employee policy manual.
* Knowledge of the methods, materials, tools and equipment used in the maintenance, repair and construction of roads, bridges, sand gravel pits including safety precautions.
* Knowledge of the operation and maintenance of trucks and construction equipment.
* Knowledge of applicable traffic laws and ordinances.
* Skill in the safe and efficient operation of road construction and maintenance equipment.
* Ability to work with and effectively supervise employees.
* Must have phone and be on call 24 hours a day.

ESSENTIAL DUTIES AND RESPONSIBILITIES

* Know and understand the Department budget. Work with Commissioners on the annual budget for your department.
	+ Monthly reports are sent out 1st week of the month. Budgets for next year are started in August, finalized in December.
* Plan, supervise and coordinate daily road & bridge department operations and projects.
* Monitor department operations and respond to problems on a daily basis, including complaints by the public.
* Relate to County citizens in a professional, courteous and respectful manner, appropriately responding to their complaints.
* When unsure how to handle a complaint, communicate with the Board of County Commissioners.
* Insure that all operating trucks and trailers have annually DOT certification and are safe before they go out on the road.
* All slow moving vehicles must have SMV signs and working flashers.
* Make sure your employees are current with their CDL’s and Medical cards.
* Make recommendations for hiring/firing of road and bridge employees to the Board of County Commissioners.
	+ Provide annual written performance review of each employee based on job descriptions.
	+ Documentation must be in place before you fire an employee.
* Review and verify employee time sheets and submit to Finance Office on specified day.
	+ Timesheets are legal documents and cannot be changed.
	+ In the event that the employee did not work the hours they submitted discuss the hours with them and have them sign off on any corrections.
	+ Addition/subtraction errors do not need challenged or signed off on by the employee.
* Maintain accurate records of all purchases.
	+ Review and code invoices for proper budget category and submit to Finance Office weekly initialing that they are okay to pay.
	+ All bills must have the invoice attached per county policy; bills cannot be paid by submitting the statement alone.
	+ Be cautious about sending duplicate bills.
	+ Know what each transaction is for, who bought it and exactly what it is for (i.e. chipper, Joe’s blade, etc.)
* Bills are to be delivered in a timely manner.
* All bills are presented to the Board of County Commissioners for approval before being paid.
* All bills over $500.00 must have prior approval of the BOCC before purchasing.
* All bills/invoices submitted by Monday @ 4:00 pm will be approved and paid that Wednesday.
* Supervise road & bridge personnel to obtain top quality workmanship, and efficiency.
* Follow Drug and Alcohol testing policies. New hires must be tested prior to starting work for the county.
	+ Employees are randomly called quarterly, must not be given advanced notice, and must be working on the day they are called, not on vacation.
	+ If they are not working, do not tell them they are up for testing and send them to test as soon as they come back to work
* Ensure proper safety procedures are followed.
	+ Bring unusual personnel problems to the attention of the County Commissioner and/or Human Resources Department.
* Report any workman’s comp injuries to Human Resources (HR) as soon as possible by phone.
	+ A full report must be filed within 72 working hours from the date of the injury. Notify HR when the employee comes back to work.
* Report any equipment damages as soon as possible to the HR department for claims.
* Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and keep records on all major pieces of equipment. Recognize and communicate to County Commissioner any priority projects or problems.
* Maintain awareness of all weather conditions and provide or make provisions for necessary extra maintenance, including but not limited to snowplowing. Monitor roads during storms and authorize overtime for the road crew.
* Follow weather conditions affecting highways and make provisions for any extra maintenance required.
	+ Ensure 24 hour coverage for emergency situations.
	+ High priority to winter maintenance: plowing sanding and salting operations.
	+ Requires night and weekend work.
* Maintain a working knowledge of federal, state and local statutes and regulations affecting department operations.
* Ensure that all employees maintain all required licenses or certifications required to perform their jobs.
* Comply with all County personnel policies, contracts or agreements.
* Carry out plans for maintenance and construction of all County roads and bridges including sand and gravel pits.
* Follow through with a regular maintenance schedule for all equipment within the Department and maintain records thereof.
* Supervise personnel to achieve top quality workmanship along with job satisfaction and completeness.
* Submit reports and attend meetings as required by the Board of County Commissioners.
* Operate a variety of automotive and construction equipment, such as motor graders, bulldozers, backhoe, front end loaders, large self-propelled and towed compaction units, welding and similar equipment and machinery in excavating, filling, compacting, moving earth and other materials, and removing snow.
* Operate screens and conveyers used in the processing of aggregate.
* Operate heavy equipment of various types in the accomplishment of tasks of varying complexity in all kinds of weather conditions.
* Perform manual labor in performance of duties, using various tools and equipment.
* Perform required maintenance, service, and repair functions.
* Attend meetings and training programs as necessary.
* Assign and supervise the work of all personnel in an efficient and effective manner.
* Provide district share of labor required by the annual county fair.
* Establish and maintain effective working relationships with other employees and the public. Be able to perform as a team member and leader, promoting good employee morale.

SPECIAL REQUIREMENTS

* May be required to be licensed to drive a motor vehicle in the State of Colorado, with a minimum Class A Colorado Commercial Driver’s License (CDL).
* DOT Physical
* Flagger Training, First Aid and CPR Training, MSHA Part 46, 47 and 48 Training Certificates.
* Foremen are considered exempt employees under FLSA; exempt means that any overtime earned will be earned at straight time; subject to change with new laws.

OTHER DUTIES:

* You must be able to be able to monitor your time and record usage for each billable dept.
* County Fair: All employees may be asked to assist in preparations for the annual county fair
* ICS training
	+ Minimum requirement is ICS 100
	+ ICS 200 and 700 preferred
	+ This can be completed during first year of employment

PRE-EMPLOYMENT TESTING:

* Drug, Alcohol Testing
* Background check

REQUIREMENTS:

Drug and Alcohol random testing required due to safety sensitive nature of job duties:

Specifically:

* Financial Duties
* Driving
* Must maintain a Valid Colorado Driver’s License

WORK ENVIRONMENT:

Work is generally confined to a standard office environment but in Emergency Situations may be adapted to Emergency Operations Center (EOC)

* May be asked to respond to emergency situations 24 hours per day
* This would be rare and only when Commissioners have activated the EOC

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

* VISION - Individual must be able to read handwritten or printed material.
* HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
* LIFTING - Must be able to lift, carry, push or pull a minimum of 45 pounds.
* MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while at work, although this may vary. Occasionally stoops, kneels, balances, reaches, crawls, and crouches while performing manual duties.
* DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated machinery.
* COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
* DRIVING - Individual must be able to operate a motor vehicle.

BENEFITS:

Full time employees will receive a full benefit package as provided by the Kit Carson County Board of Commissioners Part-time, temporary or seasonal employees do not receive benefits.

EQUAL OPPORTUNITY:

Kit Carson County is an Equal Opportunity Employer. All persons receiving compensation from Kit Carson County through payroll are considered employees of Kit Carson County and are expected to adhere to Kit Carson County’s Employment Policies. Employees should consider the liability of Kit Carson County in all decisions made.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Kit Carson County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Kit Carson County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the above job description for the Kit Carson County

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department. To the best of my knowledge, I am able to perform all duties of the job as described.

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Employee/Applicant Date

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Supervisor Date