

**PROJECT FOREMAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To lead, oversee, and participate in the work of maintenance crews responsible for road construction, maintenance, and repair services; and to perform a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from supervisory or management staff.

Exercises functional and technical supervision over lower level maintenance staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Lead, train, and review the work of staff responsible for providing construction, maintenance and repair services relating to County streets; direct the work of assigned crew.
2. Participate in and review the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.
3. Participate in the full range of construction, maintenance and repair activities of County streets.
4. Train assigned employees in maintenance and repair methods and techniques related to assigned areas of work.
5. Coordinate and review the work plan for assigned responsibilities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
6. Ensure the adherence to safe work practices and procedures.
7. Supervise the use of and operate heavy construction and maintenance equipment and hand and power tools, such as motor graders, skip loaders, backhoes, crack sealer, chip sealer, road grader, boom trucks, dump trucks, front-end loaders, steam roller, trenchers, welding equipment, oil distributors, chippers, chain saws, and other equipment used in the maintenance and construction of County roads.

8. Grade and crown County streets, roads and alleys using motor grader; roll asphalt.
9. Lay asphalt; place concrete; construct barricades and fences.
10. Excavate drainage ditches; backfill jobs upon completion.
11. Clean debris from ditches, culverts and cattle guards; bulldoze hill sides and fire trails as required; collect and haul trash, garbage, debris, dirt, sand and gravel.
12. Maintain operation records; file reports as needed.
13. Must be available on call for emergencies.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations and activities of a road maintenance program.  
Principles of lead supervision and training.  
Methods and techniques of road construction, maintenance, and repair.  
Equipment and tools used in the area of work assigned.  
Occupational hazards and standard safety practices.

**Ability to:**

Lead, organize, and review the work of staff in the area of work assigned.  
Independently perform the most difficult construction, maintenance, and repair work in the area of work assigned.  
Interpret, explain, and enforce Department policies and procedures.  
Operate a variety of construction, maintenance and repair equipment in a safe and effective manner.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain mental capacity which allows for effective interaction and communication with others.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
*Walking, standing, or sitting for extended periods of time*

*Operating assigned equipment and vehicles.*

**Ability to:**

Maintain effective audio-visual discrimination and perception needed for:

*Making observations*

*Communicating with others*

*Operating assigned equipment and vehicles.*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Minimum of three years of increasingly responsible experience in the construction, maintenance and repair of roads.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate**

Must possess current CDL Class A NM driver's license.

**WORKING CONDITIONS**

**Environmental Conditions**

Travel from site to site; field environment; exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work with heavy construction equipment.

**Physical Conditions**

Essential and marginal functions may require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time; and operating motorized equipment and vehicles.