

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**DISTRICT FOREMAN**

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**Job Grade: 15**

**JOB CODE: 618**

Department: District  
Reports To: Commissioner  
Date: August 2015  
FSLA: Non-Exempt  
DOT Reference: 188.167-078  
899.134-010

**JOB DESCRIPTION**

Coordinate, lead, and assist crews engaged in road and bridge construction and maintenance. Crews consist of skilled and semiskilled workers using a variety of vehicles, tractors, trucks, heavy equipment, and motorized and non-motorized tools. Communicate with the commissioner and the public regarding project priority, scheduling and completion of construction and maintenance in the district. Requirements of this position include supervising the removal of trees, brush, debris and other emergency hazards outside of normal work hours as required.

**ESSENTIAL JOB FUNCTIONS**

- A. Lead crews in performing work associated with road construction and maintenance projects:
1. Lead construction crews engaged in building roads, and driveways, cutting grass and limbs, laying pipe, and patching roads.
  2. Coordinate the crews to accomplish objectives in an efficient and cost effective manner.
  3. Direct the dumping of all types of loose materials used in road and bridge construction and maintenance, such as dirt, rocks, sand, etc.
  4. Correct minor rule infractions and reports major problems to the commissioner.
  5. Orient new employees on the job and arranges for on the job training.
  6. Plan and advise the commissioner or administrative assistant of equipment and supplies needed on the job.
  7. Operate a variety of equipment as needed on the job.
  8. Inspect completed work to assure compliance with specifications.
- B. Monitor safe operation of equipment, and ensure the proper maintenance of assigned equipment:
1. Observe crew members to assure that safety rules and procedures are observed.
  2. Oversee and perform regular preventive maintenance on all assigned equipment.
  3. Oversee and perform major repairs on assigned equipment.
  4. Plan for necessary parts and supplies for routine maintenance of equipment.
- C. Communicate with the public, the Commissioner and district staff regarding projects.
1. Plan and schedule projects to be accomplished with the Commissioner and communicate the plans to workers.
  2. Inform citizens of work planned or in progress, as needed.
  3. Answer questions regarding planned or ongoing projects.
  4. Discusses priorities and progress on ongoing projects with the Commissioner, the staff, and the public.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the materials, methods, and techniques used in the construction and maintenance of roads.
- Knowledge of the functions and operation of various types of heavy equipment and trucks.
- Knowledge of the occupational hazards and safety practices associated with the work.
- Knowledge of standard practices and procedures for maintenance and repair of heavy trucks and equipment.
- Knowledge of the operation and repair of diesel engines.
- Knowledge of equipment maintenance requirements.
- Ability to read and understand construction plans, specifications, and layouts.
- Ability to make accurate estimates of time and materials needed for projects.
- Ability to give directions and gain compliance from a crew of workers.
- Ability to plan, assign, and coordinate the work of subordinate personnel engaged in construction and maintenance activities.
- Ability to understand and follow complex oral and written instructions.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to diagnose and repair a wide variety of vehicles and equipment used in road maintenance and construction.
- Ability to operate a wide variety of heavy equipment used in the construction and maintenance of roads.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school, G.E.D. certificate or Vocational School Diploma plus four (4) years of experience in road construction and maintenance, including the operation of all heavy equipment used.
- Must possess a valid State of Alabama driver's license with a Class "A" CDL designation and a driving record suitable for insurability.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**