ASSISTANT ROAD FOREMAN

POSITION TITLE	Assistant Road Foreman
REPORTS TO	Maintenance Superintendent/Safety Coordinator
FLSA	Exempt
SALARY	Pay Level 16
DATE CREATED	November 14, 2022
DATE LAST REVISED	July 2, 2024

POSITION SUMMARY

The purpose of the position and primary responsibilities. Briefly describe the major purpose or objective of the job. Simply stated, what are we attempting to accomplish in this position?

Assists in managing the road maintenance program for the District. Assists in maintaining roads and roadsides in good repair, and the cost centers associated with these activities.

SUPERVISION AND ORGANIZATIONAL RELATIONSHIPS

The chart below lists specific supervisory responsibilities and organizational relationships.

Duties	YES OR NO	APPROXIMATE # OF FULL TIME EMPLOYEES
Assists with the supervision of other employees	Yes	10
Instructs other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties)	Yes	10
Assists with making work assignments for others	Yes	10
Makes hiring and pay decisions	Recommends	10
Assists with the recommendation of disciplinary action	Yes	10

Provide information to peers that they must carefully consider before making a decision	Yes	4
Provide information to supervisors/managers that they must carefully consider before making a decision	Yes	3

ESSENTIAL DUTIES

A list of essential duties which are the primary reasons why the position exists.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with the job will have a clear understanding of what it is that the job accomplishes.

Decisions Required: List the decisions the position makes to carry out the essential duties.

Frequency: Indicate how often does the incumbent perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Estimate how much of time is spent on each task. The percentages of all duties should equal 100% over a one-year period of time.

Required Response Time: Indicate how quickly the incumbent must respond to the task. This may be the time it takes to complete the task from start to end. This may be listed in minutes, hours, or days.

List of Essential Duties	Decisions Required	Frequency	% of Time Spent	Required Response Time
1. Responsible for maintenance and construction of roadways. Assists with supervision and the inspection work of road crews. Ability to prioritize work projects. Functions as a working foreman.	Prioritize maintenance and construction job	D	50%	Hours

2. Assists with implementation and maintain Storm Water Pollution Prevention Plan on road projects or bridge and pipe if required. Assists with implementation, routine inspection and maintenance of temporary traffic control for road projects or others assigned.	What is needed to implement and maintain	D	10	Hours
3. Operate trucks and equipment used in road, pipe and bridge maintenance, provides temporary traffic control as needed.	Follow instructions	M	20%	Hours
4. Assists with sight obstruction issues	What is needed to clear sight obstruction	M	10%	Hours
5. Comply with federal, state and local laws, district policies, procedures and regulations.	Self - evident	D	10%	Days

ON-CALL REQUIREMENTS

If the position is required to be on-call or take on-call shifts, please indicate any requirements or additional responsibilities that the incumbent is responsible for during the on-call shift.

List of On-Call Duties	Decisions Required	Frequency	% of Time Spent	Required Response Time (minutes)
Available 24 hour on call	Yes	O	45	30
Snow Removal	Yes	O	10	30
Drainage & Roadway Issues	Yes	O	40	30
Sign Replacement	Yes	O	5	30

REQUIRED KNOWLEDGE AND SKILLS

This section identifies the types of knowledge and skills needed to perform the job at the entry level. List those required and not what might necessarily be acquired after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency, which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Duty #	Knowledge & Skills
1-3	Considerable knowledge of road maintenance, bridge and pipe maintenance and installation
1-4	Ability to read blue prints and plans
1-4	Ability to multi task several jobs during a working day
1-3	Ability to develop and plan road and bridge construction maintenance programs
All	Ability to understand written sentences and paragraphs in work related documents. Communicate effectively verbally and in writing
1-2	Managing one's own time and the time of others
All	Ability to prepare and maintain records
All	Operate computers and necessary programs
3	Assists with the winter maintenance chemical program

EDUCATION REQUIREMENTS

What minimum level of education is needed to satisfactorily perform the job at entry level? Check the level that applies.

Education Level	Check if Required

Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)	
High School Diploma or equivalent (G.E.D.) and/or 3 years of related experience	X
Up to one year of specialized or technical training beyond high school	
Associate degree (A.S., A.A.) or two-year technical certificate	
Bachelor's Degree	
Other (explain)	

EXPERIENCE REQUIREMENTS

What minimum level of experience is needed to satisfactorily perform the job at entry level?

Specific Experience Required	Number of Years
Considerable road, bridge and pipe maintenance and replacement	3
Driving truck	2
Operating Equipment	2

SPECIAL REQUIREMENTS

List any registrations, certifications or licenses that are required to hold the position. Be specific and do not abbreviate words or use acronyms.

Class A Commercial Driver's License and Tanker endorsement

MACHINES, TOOLS AND EQUIPMENT

List any machines, tools or equipment used in the work and show the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties previously listed above.

Duty #	Machines, Tools & Equipment	Frequency/Time

1-4	Gas & Diesel-powered trucks to include fuel, water, dump and transport	60
1-3	Water tanker	3
1-3	Bulldozer	5
1-3	Motor Grader	5
1-3	Front end loader	5
1,3	Chip spreader, roller	5
3	Snow plow, sand truck	5
all	Other equipment as assigned	12

DECISION MAKING AND JUDGEMENT

Describe three types of important decisions and judgments this position makes regularly and independently in the performance of duties. Additionally, for what work does the position make the final decision? Provide examples. Lastly, does this position have authority to commit the organization to a course of action? Provide examples.

Plans daily jobs for crew (maintenance, replacement, etc.)
Must be able to manage time in order to complete several projects during work hours
Be able to prioritize projects with minimal supervision
Any unscheduled purchases costing more than $2,000.00 must be approved by your supervisor in the case your supervisor is not present must be approved by Director

PHYSICAL ACTIVITIES/REQUIREMENTS

This section defines the physical activities and requirements that are absolutely necessary to be able to do in order to perform the job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the District remains in compliance with the Americans with Disabilities Act.

Frequency How frequently is the activity performed?	Importance How important is the activity in accomplishing the job's purpose?
0 – Never	0 – Not important
1 – Annually	1 – Somewhat important
2 – Quarterly (at least 3 per year)	2 – Very Important
3 – Monthly (at least 8 per year)	3 – Extremely Important
4 – Weekly (at least 3 per month)	
5 – Daily (at least 3 per week)	

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5	2
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	4	2
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5	3
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5	3
Crouching: Bending the body downward and forward by bending leg and spine.	5	3
Crawling: Moving about on hands and knees or hands and feet.	4	2
Reaching: Extending hand(s) and arm(s) in any direction.	5	3

Standing: Particularly for sustained periods of time.	5	3
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	3	2
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	4	2
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4	2
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	5	3
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5	3
Grasping: Applying pressure to an object with the fingers or palm.	5	3
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4	3
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5	3
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5	3
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered	5	3

important. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).		
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5	3

WORKING CONDITIONS

The working conditions section defines the physical environment this position is subjected to while performing job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)			X
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)		X	
Hazardous materials (chemicals, blood and other body fluids, etc.)	X		
Extreme temperatures			X
Inadequate lighting	X		
Work space restricts movement	X		
Intense noise		X	
Travel	X		

Environmental (disruptive people, imminent danger, threatening environment)	X		
High-traffic areas (automobile traffic)			X

CAREER PATH

Defines the Pay Steps within the position classification, and the minimum requirements for movement between steps. The Supervisor will draft a memo to the Director requesting approval to move an employee between steps. The memo will provide specific details describing the employee's accomplishments meeting the various qualifications for movement.

All new employees will enter at Step 1 until they qualify for movement to a higher step. The time requirement in Step 1 will be waived for prior experience once training and skills levels are satisfactory to advance directly to Steps 2, 3 or 4 based on meeting all qualifications for the advancement.

Existing employees may be placed higher than Step 1 for lateral transfers or promotions provided that they meet all of the qualifications for the higher Step.

The listed requirements of training, skills and time within each Step are the minimum qualifications for that Step. Advancement to the next Step in the career path requires fully completing all of the listed training, skills and time requirements of the previous, current and next Step.

STEP 1

Training 1	• District: First Aid/AED • ICRMP: District Personnel Policy Review • ICRMP: District Vehicle Use Policy Review • ICRMP: District Driver Safety Courses • Flagging Certification
Skills 1	• Demonstrated oral and written communications skills. • Treating the public and staff with diplomacy and tact. • Assists with supervision of personnel. Monitors performance, compliance with district policies, and holds all employees accountable for safety, quality and quantity of work while in the shop/yard or on projects. • Requisitions materials and supplies, such as tools, equipment, and parts. • Maintains a trucks and equipment in a clean and orderly manner. • Performs annual cleanup and disposal of unneeded and surplus roadwork items stored in building and yard.

	• Responds to emergencies as needed. • Assists with schedules, sequences, and assignments for work activities based on work priority, quantity of equipment and skill of personnel. • Provide traffic control by flagging or assisting in road closures, when required.
Time 1	Complete all training, acquire all listed skills within 1 year of employment or advancement to this position.

STEP 2

Training 2	Maintain all training certifications required in Step 1 plus the following: • ICRMP: Harassment courses • ICRMP: ICRMP: Ethics in Government • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor.
Skills 2	All Step 1 requirements plus the following: • Proficiency with truck and equipment operation and maintenance. • Maintains accurate and complete records of activities by diary, daily reports, and/or material usage reports. • Assists with orders and maintains a reasonable quantity of project supplies in the yard for needed projects and emergencies. • Prioritizes projects based on supervisor direction and urgency. Anticipates the seasonal workload and makes sure it is accomplished appropriately. • Supervises road construction and maintenance work crews. • Ensures police, fire, emergency vehicles and school buses are notified whenever a road is to be closed for more than a few hours. • Trains employees in the safe operation of equipment and assures compliance to safety standards. • Assists with and takes corrective action on citizen complaints pertaining to areas of responsibility. • Puts on Safety meetings when directed.
Time 2	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 3

Training 3	Maintain all training certifications required in Step 2 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor.
Skills 3	All Step 2 requirements plus the following:

	• Assist with estimates costs of materials, labor and equipment for planned projects to set the annual budget. • Negotiate service and parts contracts/agreements with vendors and contractors. • Assists with assigning expenses to road sections or budget categories, approves expenses, and submits same to the Administrative Clerk daily. • Prevents damage to district equipment. • Assists with implementation, routine inspection and maintenance of temporary traffic control for road projects.
Time 3	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 4

Training 4	Maintain all training certifications required in Step 3 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor.
Skills 4	All Step 3 requirements plus the following: • Responsible for roadway and pavement maintenance. • Inspects and monitors work areas, examines tools and equipment, and provides employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules. • Ensures loss control for tools and equipment. • Assists with implement and maintenance of the Storm Water Pollution Prevention Plan (SWPPP) on projects if required. • Assists in budget preparation. • Operate autonomously as the Road Foreman.
Time 4	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 5 - Journeyman

Training 5	Maintain all training certifications required in Step 4 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor. • Completion of Road Scholar & Road Master.
Skills 5	All Step 4 requirements plus the following: • Analyzes internal processes and recommends procedural or policy changes. • Application of the skills received in the training noted above. • Strong ability to multi task and run multiple jobs at on time.

Time 5	Complete all training, acquire all listed skills and serve at least 3 years in Steps 1 through 4 of this position to be eligible to advance to this Step.

STEP 6

Training 6	Maintain all training certifications required in Step 5 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by Supervisor • Additionally, successful completion of a BSU Leadership Development Program Certificate Course.
Skills 6	All Step 5 requirements plus the following: • Application of the skills received in the training noted above
Time 6	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 7

Training 7	Maintain all training certifications required in Step 6 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by Supervisor • Additionally, successful completion of a BSU Leadership Development Program Certificate Course.
Skills 7	All Step 6 requirements plus the following: • Application of the skills received in the training noted above
Time 7	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 8

Training 8	Maintain all training certifications required in Step 7 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by Supervisor • Additionally, successful completion of a BSU Leadership Development Program Certificate Course. • In addition to the BSU Course as previously mentioned, the successful completion of an approved equal growth and development course relevant to the position, approved by supervisor.
Skills 8	All Step 7 requirements plus the following:

	• Application of the skills received in the training noted above
Time 8	Complete all training, acquire all listed skills and serve at least 2 years in the prior Step to be eligible to advance to this step.

STEP 9

Training 9	Maintain all training certifications required in Step 8 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by Supervisor • Additionally, successful completion of a BSU Leadership Development Program Certificate Course. • In addition to the BSU Course as previously mentioned, the successful completion of an approved equal growth and development course relevant to the position, approved by supervisor.
Skills 9	All Step 8 requirements plus the following: • Application of the skills received in the training noted above
Time 9	Complete all training, acquire all listed skills and serve at least 2 years in the prior Step to be eligible to advance to this step.

STEP 10 – Master

Training 10	Maintain all training certifications required in Step 9 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by Supervisor • Additionally, successful completion of a BSU Leadership Development Program Certificate Course. • In addition to the BSU Course as previously mentioned, the successful completion of an approved equal growth and development course relevant to the position, approved by supervisor.
Skills 10	All Step 9 requirements plus the following: • Application of the skills received in the training noted above
Time 10	Complete all training, acquire all listed skills and serve at least 2 years in the prior step to be eligible to advance to this Step.