



JACKSON COUNTY ADMINISTRATOR  
COUNTY OF JACKSON  
WALDEN, COLORADO 80480  
(970) 723-4660

## **Job Description**

<b>Position Title:</b> Foreman	<b>Department:</b> Road & Bridge
<b>Reports to:</b> County Administrator	<b>FLSA Status:</b> Non-exempt
<b>Pay Range:</b> \$23.00-\$25.00/hour	<b>Wage Type:</b> Hourly

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

**Position summary:** Participates in the supervision, scheduling and coordinating of crews of equipment operators, truck driver/laborers, mechanics and/or laborers engaged in county road maintenance and construction, snow and ice control or removal; and limited automotive or equipment maintenance. The foreman participates in the operation of equipment performance of manual operations as necessary or as a backup. Work is performed under the direction of the Road and Bridge Supervisor and is subject to review through reports and results achieved.

### **Essential Duties and Responsibilities**

- Supervises a crew of equipment operators, and truck driver/laborers engaged in the construction and maintenance of County roads, and snow removal from County roads.
- Inspects work to ensure conformance with given standards and makes necessary adjustments in assignments and methods to correct deficiencies.
- Supervises and participates in the operation of department equipment including heavy and light equipment, trucks and other equipment and tools.
- Supervises and participates in the work of a crew engaged in a variety of Road and Bridge activities, such as placing and repairing culverts, bridge maintenance, and any project related to maintaining County roadways.
- Processes citizen complaints; maintains good public relations.

- Receives written or oral assignments, contacts the crew and collects necessary equipment, assigns work for each member of the crew, and instructs men in proper methods of work.
- Assists the Road and Bridge Supervisor in the preparation, administering and monitoring the budget.
- Maintains records of materials, equipment and manpower assigned to jobs; maintains records of sufficient detail to indicate total job costs when completed.
- Supervises mechanic and garage operations.
- Performs on-call duties in the absence of the Road & Bridge Supervisor.
- Performs related work as may be required.
- Maintain a current CDL.