



Maintenance II Foreman - Highway

Department	Highway	Classification	Grade 11
Reports to	Maintenance Superintendent	Unit	Local 49
	Highway Engineer	FLSA Status	Non-Exempt
Supervises	Lead Worker – Maintenance II (10 positions)		

Position Description

Operate heavy equipment and light equipment to execute maintenance and repair work for all county roads and bridges. Provide Lead Worker direction to Maintenance II employees on routine maintenance projects and coordinate the work in the repair of County roads, bridges, and ditches. Represent the Maintenance Superintendent in their absence.

Essential Duties and Responsibilities

- Lead Worker
 - a. Participate in and direct work crews on routine maintenance projects and coordinate work schedules, assign tasks, and provide instruction for maintenance operations as scheduled by Maintenance Superintendent.
 - b. Provide training on proper equipment operation and maintenance.
 - c. Regularly meet with Shop Personnel and Maintenance Superintendent regarding scheduled maintenance or operational/safety concerns regarding entire fleet of equipment.
- Operate heavy equipment
 - a. Motor grader, dozer, loader, backhoe, tandem/single axle trucks, tractor/mower, etc.
 - b. Maintain, shape, restore, construct and surface roads.
 - c. Remove snow and ice from roads.
- Routine Maintenance of heavy equipment
 - a. Conduct scheduled and routine maintenance (oil changes, grease jobs, replacement of filters, change cutting edges on blades and shoes on snow equipment, visually inspect vehicle safety devices daily).
 - b. Log all repairs, maintenance or replacement parts.
 - c. Log hours on specified roads and fuel usage.
- Miscellaneous
 - a. Maintain grounds and buildings
 - b. Brushing
 - c. Signing
 - d. Crack sealing
 - e. Culvert cleaning and replacement
 - f. Storm cleanup
- Responsible to represent the Maintenance Superintendent in their absence.
 - a. Respond to public complaints or inquiries.
 - b. Responsible for calling out crews for snowplowing and/or sanding operations.

- c. Patrol Roads for hazards, snow/ice conditions, general maintenance and necessary repairs.
- d. Review Maintenance II employee timesheets.

Regular attendance on the job

Perform other duties as delegated

Qualifications and Knowledge, Skills and Abilities

Minimum Qualifications

- High school graduate or equivalent.
- Graduate of a 2 year vocational-technical school in Heavy Equipment Operation and 3 years work experience in the operation of heavy equipment (i.e. motor grader, dozer, loader, backhoe, tandem/single axle trucks, tractor/mower, etc.) OR 5 years of directly related work experience operating and maintaining equipment.
- Commercial driver's license - Class A with tanker endorsement and air brakes.
- Successfully pass a pre-placement screen, contingent on job offer.
- Successfully pass a pre-employment controlled substance test (under the Federal Drug and Alcohol testing law), and completion of Release of Information 49 CFR Part 40 (40.25, as amended), contingent upon job offer.

Knowledge, Skills and Abilities

- Knowledge: Operation of heavy and light diesel and gas powered construction and maintenance equipment. Highway maintenance, construction, and reconstruction principles. Highway Department policies including, but not limited to, safety policies, mailbox policies, snowplowing policies, etc. Safe operations.
- Skills: Communicate effectively, both orally and in writing. Customer service. Mathematical computations.
- Abilities: Work experience with snow removal and ice control operations in a road system or commercial environment. Work experience, beyond the minimum, operating various heavy equipment (rubber tire loader, track-type excavator, track-type dozer, motor grader, skid-steer/compact track loader). Completed OSHA-compliant chain saw safety training within the past 3 years. Current first aid and/or CPR/AED certification. Establish and maintain effective working relationships

Preferred Qualifications

- Work experience with snow removal and ice control operations in a road system or commercial environment.
- Work experience, beyond the minimum, operating various heavy equipment (rubber tire loader, track-type excavator, track-type dozer, motor grader, skid-steer/compact track loader)
- Completed OSHA-compliant chain saw safety training within the past 3 years.
- Work experience directing and overseeing staff (team/project lead).
- Current first aid and/or CPR/AED certification

Physical Requirements (Screen)

To view the Functional Job Analysis, click [here](#).

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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