

**POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA**

POSITION: Foreman
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F or as assigned
JOB CATEGORY: LTC V (Labor, Trades and Crafts)
DATE WRITTEN: August 1998 **STATUS:** Full-time
DATE REVISED: March 2022 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Foreman for the Highway Department, responsible for driving various trucks and equipment in clearing and maintaining county roads, bridges, and rights-of-way.

DUTIES:

Supervises and directs assigned personnel, including planning/making work assignments, providing training and corrective instruction, and evaluating performance.

Operates various trucks and equipment in clearing and maintaining County roads, bridges and rights-of-way, such as dump truck, snowplow, front-end loader, compaction roller, paver, tractor, chipper, post driver, bucket truck, jack hammer, welding equipment, transit level, air compressor, excavators, cutting torch and various common hand tools.

Hauls, and occasionally shovels and spreads road materials as assigned, such as gravel, sand, top dirt, stone, chips, asphalt and salt; signs. Receives and submits related load tickets.

Operates various equipment in removing weeds, animal carcasses, brush and storm-damaged trees from rights-of-way as assigned, using various tools such as chain saws, mowers, weed trimmer, pruner, rake and chipper.

Assists in cleaning ditch/drainage sites, installing/repairing tile and culverts, and installing/repairing guardrails as assigned, including lifting/carrying pipes and pouring/forming concrete.

Assists with flagging/traffic control at work sites as assigned and constructing and maintaining road signs.

Assists in cleaning and maintaining vehicles and equipment as assigned, such as washing and waxing, lubricating, checking fluid levels, and changing oil and tires.

May perform duties of Heavy Equipment Operator or Truck Driver as needed.

Cleans garage and restrooms as needed.

Serves on 24-hour call for emergency situations.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Ability to supervise and direct assigned personnel, including planning/making work assignments, providing training and corrective instruction, and evaluating performance.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to properly operate a variety of trucks, equipment and tools as assigned, such as dump truck, snow-plow, front-end loader, compaction roller, paver, tractor, chipper, post driver, bucket truck, jack hammer, hammers, screwdrivers, welding equipment, transit level, excavators and air compressor.

Ability to physically perform assigned duties, including driving for long periods, far vision, hearing, depth perception, handling/grasping objects, and periodically standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, and crouching/kneeling.

Working knowledge of local geography and ability to read and interpret local maps.

Ability to work alone and with others in a team environment and understand and follow written and oral instructions.

Ability to effectively communicate with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.

Ability to comply with all employer and department polices and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work on several task at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to occasionally work extended, weekend, and/or evening hours.

Ability to regularly serve on 24-hour call and respond swiftly, rationally, and decisively to emergency situations.

Possession of a valid Commercial Driver's License with required endorsements and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs routine, standardized daily assignments with moderate supervision, requiring some care and skill to prevent damage to tools and equipment and prevent injury to self and others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments, and the public for the purpose of exchanging information and supervising personnel.

Incumbent reports directly to Supervisor.

IV. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, including driving for long periods, far vision, depth perception, hearing communication, handling/grasping/fingering objects, and periodically standing/ walking for long periods, walking on uneven terrain, driving, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling.

V. WORKING CONDITIONS:

Incumbent performs a majority of duties in a vehicle/heavy equipment or outdoors and is frequently exposed to normal hazards associated with maintaining rights-of-way, such as machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures and inclement weather. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours and regularly serves on 24-hour call for emergency situations.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Foreman for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name