Date Posted: 2/4/16
Department: Road and Bridge
Job Title: Assistant Foreman
Location: Kiowa
Salary: $22.00 - $25.00/hour
Applications accepted until: 2/11/16
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call (303) 621-3150

ROAD AND BRIDGE ASSISTANT FOREMAN

Department: Public Works
Approved: February 2016

Salary: $22.00 - $25.00/hour
FLSA: Non-Exempt

DEFINITION OF WORK:

Position is responsible for assisting the Foreman with supervisory and technical work coordinating the operations and activities of road maintenance in Elbert County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following examples are illustrative only and are not intended to be all–inclusive.)

- Establishes maintenance priorities, schedules road maintenance for all County rights-of-way
- Oversees maintenance repair and construction of all County rights-of-way
- Supervises employees in Road & Bridge Department including truck drivers, equipment operators, mechanics and laborers
- Assists Foreman with assigning work, checking completed work, training employees and conducting performance evaluations
- Management of personnel includes hiring, scheduling, delegating tasks, reviewing performances, recommending disciplinary actions and providing training
- Receives, evaluates and responds to citizen complaints
- Establishes and enforces safety procedures and methods; advises and trains staff on correct work and safety methods
- Assists Foreman with supervision of mechanics, shop buildings and oversees the scheduling and maintenance of all equipment; assures vehicles and logs are in compliance with State requirements
- Conducts initial and final inspections on driveway permits, utility permits and regulatory inspections of roads and drainage systems
- Assists in the development and revision of policies and procedures
- Assists in budgetary process
- Compiles and maintains road, equipment and materials inventories
- Remains on-call during non-work hours to receive and act on reports of adverse road conditions
- Monitors weather conditions during late night and early morning hours when inclement weather is predicted

- Coordinates equipment and staff for flood control, fire mitigation and any other time necessary
- Receives, evaluates and responds to citizen concerns/complaints regarding all County road and bridge maintenance, drainage and snow removal
- Assists with plowing, sanding and other road maintenance as necessary
- Other duties as assigned

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Education: High School Diploma, GED or Equivalent
Experience:

- Four years of progressively responsible roadway maintenance experience including one year of supervisory responsibility or any equivalent combination
- Ability to read and comprehend instructions, safety rules and manuals, correspondence and memos
- Ability to communicate effectively both orally and in writing
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals
- Ability to operate standard office equipment and computer literate
- Valid State of Colorado Class "B" driver's license is required, a class "A" is preferred
- Pre-employment physical and substance abuse test
- Must receive acceptable background check

WORKING CONDITIONS:

Work Environment: Work is generally scheduled Monday through Thursday and involves on-call duty which requires working some weekends and holidays. Travel by vehicle is required to reach work sites. Incumbent is exposed to the following environmental factors: year-round outdoor weather conditions; work near moving mechanical parts; work in or near moving traffic, fumes or airborne particles; toxic or caustic chemicals and vibration.

Physical Activities:

Grade Scale:	At All Times/Frequently/Occasionally/Never
Driving:	Frequently
Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squating/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching at Shoulder Level:	Frequently
Reaching Below Shoulder Level:	Frequently
Reaching Above Shoulder Level:	Frequently
Standing/Walking:	Frequently
Lifting:	50 lbs Minimum/100 lbs Maximum
Carrying:	50 lbs Minimum/100 lbs Maximum
Push/Pull:	50 lbs Minimum/100 lbs Maximum

Probation Period: Initial 90-day with potential of one 90-day probationary period extension based on Supervisor recommendation and Director approval