



## Delaware County

### POSITION DESCRIPTION

Title: Road Foreman	Department: District 3
Reports to: County Commissioner	FLSA Status: Non-exempt
Pay: Negotiable	Full Time
Position Posted: January 7,2021	Posting Closes: When Filled

#### **Position Profile**

Supervises and performs duties assigned that relate to operating heavy equipment and maintenance of Delaware County roads, right of ways, warehouses and equipment.

#### **Qualifications**

Must be 18 years of age. Must possess a valid Class Oklahoma State Driver's License. Must possess a safe driving record. Required to pass an ODOT physical and drug screening prior to employment and continuously during employment. High school diploma/GED preferred. Experience operating a tractor and brush hog required. Experience in maintenance preferred.

#### **Duties and Responsibilities**

- Supervises and operates lawn mower and weed eater for landscaping
- Operates and supervises Heavy Equipment Operator, Operators
- Supervises and operates tractor and brush hogging and other various tasks
- Supervises and sprays chemical treatment for weeds
- Supervises and operates a chainsaw to shred brush
- Flags and oversees traffic when needed
- Supervises and performs routing maintenance duties such as painting, cleaning, and detailing equipment
- Supervises and patches potholes and other light road maintenance
- Supervises and performs trash removal from work site and on property
- Supervises and performs general labor
- Must be able to be present at the designated work site
- Supervises all aspects of day to day business for District 2
- Performs other duties as instructed and assigned

#### **Knowledge, Skills and Abilities**

Ability to:

- Read, write, speak and understand the English language
- Perform assigned tasks under frequent supervision
- Follow written and verbal instructions

- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the general public. Work well alone or within a team
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests
- Maintain physical condition and stamina appropriate to performance of assigned duties
- Performs other duties as assigned

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee be present on the job site to successfully complete tasks. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit and climb or balance. The employee must regularly push, pull, drag, lift and/or move up to sixty (60) pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Delaware County requires employees wear uniforms, safety equipment and personal protection equipment while working. Delaware County will provide required uniforms, safety equipment and personal protection equipment as part of the compensation to employees.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to fumes or airborne particles, including second-hand environmental smoke. The employee is regularly exposed to outside weather conditions. The noise level in the work environment is moderate to high. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

NOTE: The omission of specific statement or duties listed above does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between Delaware County government and the employee, and is subject to change by Delaware County as the needs and requirement of the job change.

**Delaware County is an Equal Opportunity Employer**

**Read and sign:**

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements and that I am fully able to comply with the job description.

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Employee's Name (Printed) Date

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Employee's Name (Signature) Date