FOREMAN

GENERAL RESPONSIBILITIES

Supervises a work crew and performs daily work projects related to the maintenance and repair of roads, bridges, and storm drains.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Coordinate and oversee various road construction, repair and rebuilding projects such as paving, patching, inlet repair, head wall construction, erosion control through renomat installation, pipe installation and extension, curb installation, grading, sinkhole stabilization, tree/brush/grass trimming/removal and debris removal
3. Determine work procedures, prepare work schedules/logs, and expedite workflow
4. Establish work zones and traffic control for employee and public safety
5. Prepare surveys and reports for road maintenance recommendations
6. Evaluate new procedures, processes, and equipment
7. Secure supplies, materials and equipment for daily work projects
8. Maintain equipment and tools
9. Coordinate snow removal and other emergency operations
10. Performs duties of Road Equipment Operators and Road Maintenance Workers as needed
11. Train employees in safety matters, procedures and equipment operation
12. Address errors and complaints
13. Report to work outside of normal work hours for emergency operations
14. Perform related duties as to specific assignments
15. Any employee may be identified as Essential Personnel during emergency situations
16. Provide service to customers by answering questions, providing information, making referrals and assuring appropriate follow-through and/or resolution
17. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High School diploma or general education diploma (GED) preferred
2. Three years roads operations, maintenance or construction experience; supervisory experience desirable *

* A comparable amount of training and experience may be substituted for the minimum qualifications.
KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret public works information and policies such as the Manual on Uniform Traffic Control Devices
2. Follow OSHA, MOSH and County safety rules and regulations
3. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
4. Write reports, correspondence, procedures and other required documentation
5. Define problems, collect data, establish facts and draw valid conclusions
6. Apply mathematical concepts
7. Operate two way radio
8. Use computer software and/or applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Class B Commercial Driver's License with Air Brake Endorsement
2. DOT (Department of Transportation) Physical Card
3. State of Maryland Flagging Certification (must obtain within 6 months of employment)