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<b>Job Title</b>	<b>R&amp;B Foreman II</b>	<b>Job Code</b>	<b>Job Grade</b>
<b>Reports to</b>		<b>Position #</b>	<b>FLSA Code</b>
<b>Department</b>		<b>Location Code</b>	<b>SIC Code</b>
<b>Division</b>		<b>CS Code</b>	<b>EEO Code</b>

**Summary of Functions:**

The R&B Foreman II oversee an assigned crew that performs road construction and maintenance work in one or more specialized public works programs. The primary responsibilities of this position are onsite leadership, de-escalating issues, ensuring safety, and proper business operations and policies and procedures are followed on Roadway or Right of Way maintenance projects. In addition, work duties include traffic control set up in construction zones, performing routine roadway and right-of-way maintenance.

**Distinguishing Characteristics:**

This is the second in a series of two road maintenance-related job classifications within this job family. This classification is distinguished by functioning as a direct line manager over assigned activities of other road maintenance staff and probationers in addition to performing the normal range of road maintenance duties. A higher level of management responsibilities is permitted in this job. This classification may require a flexible work schedule in order to meet the needs of the county.

**Management Scope:** Supervises a crew of up to twenty (20) crewmembers.

**Duties and Responsibilities**

**% of Time**

**Essential / Non-Essential**

1. Supervises, trains, and assists personnel in performing road construction duties; monitors performance of crew to maintain compliance with specifications and quality standards; organizes, assigns, and coordinates workflow; monitors qualitative and quantitative results.

2. Operates various types of specialized construction equipment to include, but is not limited to the following: milling machines, excavators, rollers, crane, trencher, backhoe to break ground, dirt and rock, and spread materials, load trucks, excavate trenches, patch/resurface streets, make cuts and fills, and perform other work with equipment.

3. Supervise assigned personnel that involves: scheduling, assigning, instructing, guiding, checking and evaluating work; enforces personnel rules and regulations, standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; interviewing applicants and recommending selection.

4. Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

5. Assists with the development of annual budget; monitors assigned budget expenditures; validates expenditures are in compliance with county, state or federal regulations and guidelines.

6. Confers with other supervisors to coordinate activities of individual sections, also conducts field surveys to determine necessary repairs and preventive maintenance.

7. Maintains records involving personnel, equipment and supplies, and schedules personnel and equipment needed to complete scheduled maintenance work, demolitions, or special projects.

8. Participates in the development of policies and procedures; and monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.

9. Manages the career development and performance of staff assigned.

10. Performs other job-related duties as assigned.

#### **Minimum Qualifications**

##### Education, Experience and Training:

High school diploma or GED **AND** eight (8) years' experience in road construction and/or maintenance  
**OR,**

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

##### Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Commercial Driver's License (Class A or B CDL).

##### Preferred:

Tank Vehicle (N) endorsement.

Class A Texas Commercial Driver's License.

Work Zone Flagger Training certificate and/or Work Zone Traffic Control Instruction certificate or related type certificate.

#### **Knowledge, Skills & Abilities:**

**Knowledge of:**

- \* Considerable knowledge in the construction and maintenance of roads, bridges, and drainage structures.
- \* Considerable knowledge of operation and maintenance of construction equipment.
- \* Personnel policies and procedures.
- \* Principles and practices of effective customer service.
- \* Principles and practices of leadership, supervision, training, and performance evaluation.
- \* Techniques for effective interpersonal communications.
- \* Applicable safety practices and regulations.
- \* Proper implementation and maintenance of Traffic Control plans as outlined in the Texas Manual of Uniform Traffic Control Devices.

**Skill in:**

- \* Coordinating the work activities of assigned crew members.
- \* Training, developing, assigning, coaching, and evaluating assigned crew members.
- \* Operating a variety of road maintenance light and heavy equipment safely.
- \* Estimating time, labor, and quantities of materials needed.
- \* Working with others, including working as a team member.
- \* Both verbal and written communication, including conveying and following instructions and providing information to the public.

**Ability to:**

- \* Allocate personnel and equipment needed to complete scheduled maintenance work, demolitions, or special projects.
- \* Plan, schedule and supervise unskilled and semi-skilled workers engaged in road maintenance and equipment.
- \* Maintain accurate records.
- \* Manage time well.
- \* Perform inventory control and material ordering for road construction and other construction projects.
- \* Deliver efficiency and quality at the highest of standards.
- \* Operate personal computer using standard office operating software and general office equipment.
- \* Prepare and maintain records.
- \* Maintain filing systems.
- \* Communicate effectively both orally and in writing.
- \* Understand and carry out oral and written instructions.
- \* Deal with the public courteously and effectively.
- \* Work under stressful conditions.
- \* Establish and maintain cooperative and effective relationships with those contacted during the course of work.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.