# Road Foreman

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 02/19**

**Job Summary:**  Supervises a crew of workers to ensure the maintenance of public roadways in St. Mary’s County; performs other duties as assigned.

**Essential Functions:**

1. Develops daily highway crew work assignments;
2. Maintains assigned equipment and facilities;
3. Executes daily departmental objectives;
4. Completes and submits necessary documentation and paperwork;
5. Supervises and evaluates assigned staff;
6. Responds to emergency call-out for downed trees, flooding and incident management;
7. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Expert knowledge of machinery and vehicle maintenance; knowledge of acceptable highway practices and procedures especially with regard to safety;
3. Ability to communicate effectively with other staff and members of the public;
4. Ability to safely operate a motor vehicle and various heavy equipment;
5. Knowledge of safety regulations and established procedures for operating equipment as well as for ensuring public safety;
6. Ability to supervise and motivate assigned staff;
7. Ability to act as a representative of SMCG to the public.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Two or more years of job-related experience; including supervisory experience;
3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Must posses a class “A” Commercial Driver’s License or obtain one within six (6) months of appointment;
2. Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations;
3. Must have or be able to pass a pre-employment DOT physical examination prior to employment.

**Physical and Environmental Conditions:**

Work requires constant physical effort including some lifting or handling of heavy tools or materials of 60 pounds or more.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines. Employees may be required to use protective gear such as boots, gloves, and goggles; may require working in adverse weather conditions.

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.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date