



## CHILTON COUNTY COMMISSION

500 2nd Avenue North  
Clanton, AL 35045  
205.755.1551 x4201

<https://chiltoncounty.org/>

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## ROAD MAINTENANCE FOREMAN

<b>Job Title:</b> Road Foreman	<b>Location:</b> Chilton County Road Department
<b>Job Type:</b> Non-Exempt	<b>Reports To:</b> Chilton County Engineer
<b>Hours Per Week:</b> 40 hours	<b>Pay Basis:</b> Start: \$23.00 (Negotiable based on experience, qualifications or certifications)

### JOB DESCRIPTION

Works primarily under the direction of the County Engineer and assists other areas within the Road Department. Road Foreman performs supervisory and skilled technical work overseeing, coordinating and supervising the construction, repair and maintenance programs of roads, bridges, drainage structures and other areas.

### HOW TO APPLY

Applications may be submitted electronically or mailed/dropped off at the Chilton County Commission Officer. Please send application, resume with a cover letter and 3 professional references - addressing the job requirements to this email address: [thinton@chiltoncounty.org](mailto:thinton@chiltoncounty.org). or to this mailing address: 500 2nd Avenue North, Clanton, AL 35045. Submitted applications are to be to the attention of the Human Resource Department, Terry Hinton, Human Resource Director. This position will remain open until filled.

### JOB DUTIES

- Oversee the maintenance of County roads, bridges, and drainage structures in an assigned district
- Inspects each work site daily to check that work is being done according to plan specifications and to resolve any problems. Ensures that safety procedures are being followed.
- Receive and investigate complaints, requests or inquiries from the general public pertaining to department services or programs.
- Performs final inspections on all project sites.
- Makes frequent inspections of the County to determine the need for road and drainage maintenance. Reports findings and makes recommendations for repairs.
- Coordinate work at project sites with other County, City and/or State agencies.
- Determines the materials, labor and equipment needed for each project. May determine the



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costs of materials and equipment.

- Checks roads and drainage for future or immediate work. Prepares reports for future scheduling of work such as paving and resurfacing.
- Prepare budget recommendations, forecasting reports, daily work reports, correspondence, equipment purchases, disposal recommendations and other data
- Perform periodically, as directed, engineering tasks such as operating surveyor's transit to lay out grades and projects, and evaluating and planning for drainage requirements, etc.
- Perform other duties as assigned and required
- Assist in implementing the County Policy Manual.
- Assist in confidential and managerial decisions, meetings and planning as may be required.

### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of operation of moderate-to-heavy motorized equipment.
- Knowledge of the construction and/or maintenance of road, bridge and drainage systems.
- Knowledge of the equipment and materials used in road and bridge construction projects.
- Ability to train employees.
- Ability to understand, interpret, and plan work from construction plans.
- Ability to inspect and determine future work planning on road related construction projects.
- Ability to estimate time and material needs.
- Supervisory ability.
- Ability to prepare clear, comprehensive technical, administrative and analytical reports
- Ability to express effectively ideas orally and in writing
- Ability to establish and maintain effective, courteous working relationships with public officials, peers, other Divisions and departments as well as the general public
- Ability to handle stressful situations

### QUALIFICATIONS/REQUIREMENTS

- Three (3) years of progressively responsible experience in major road and bridge construction or maintenance.
- Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.
- Experience as a supervisor, crew leader is preferred.
- Valid Class A Commercial Driver License (CDL)
- A great understanding of work optimization techniques.
- Good knowledge of the applicable safety regulations and procedures.
- Excellent verbal and written communication skills.
- Strong leadership abilities.
- Good time management and problem-solving skills.
- Pass Drug Screening.



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Sits or stands long periods of time.
- Communicates effectively in person or by using telecommunications equipment.
- Creates documents, reports, etc., using a writing instrument (such as a pencil or pen) or computer.
- Grasps, turns, and manipulates objects of varying size and weight; requiring fine motor skills and hand-eye coordination.
- Moves, lifts, carries, and places objects weighing up to 25 pounds without assistance.
- Considerable outdoor work is required.
- Works in outside weather conditions.
- Occasionally works in high, precarious places and occasionally is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate to loud. Travel between residential and/or commercial locations to effectively address the business needs of the department.

### NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**I have read, understood, and had the opportunity to ask questions regarding this position description.**

Employee Signature:	
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<b>Print Name:</b>	
<b>Date:</b>	

<b>County Engineer or Designee) Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	