

COOS COUNTY JOB ANNOUNCEMENT

Road Foreman Coos County Road Department

\$6,136 - \$7,559 per month

An Offer of Employment made to the successful applicant for this position will be conditional upon a Criminal Background Check and a DMV Driving History Report being conducted.

Selected applicant must possess a valid driver's license.

DEPARTMENT: PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: 4:00 pm, Wednesday, September 13, 2023

****Equal Opportunity Employer****

Posted: Courthouse CHW Building
Email all Coos County Employees
County Website

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date: August 29, 2023

1. Current Classification Title: ROAD FOREMAN
2. Working Title: Road Foreman
3. Department: Road Department
4. Pay Grade: 824 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. What is the purpose of this position? Responsible for supervision of all construction, maintenance, & repair of all county roads, and personnel necessary for the operation of the county road department.
6. Essential functions of position: (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none">▪ Supervises subordinate employees including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action; handling employee complaints and effectively recommending on hiring and termination decisions.▪ Schedules, prioritizes and assigns daily tasks and projects.▪ Patrols and inspects county roads; checking for gravel needs, culverts, drainage, slides, fallen trees, and washouts; and makes arrangements for necessary repairs and maintenance to be performed.▪ Assures that all work is performed in accordance with established safety policies and procedures.▪ Resolves complaints from the public regarding road maintenance work▪ Reviews documents, timecards, and other assignments completed by subordinates for accuracy and completeness.▪ Assist Safety Leadman and Fleet Manager in Accident Investigation▪ Participates in budget process by identifying equipment, material and labor needed during budget period▪ Attend meetings and seminars as requested, coordinate's projects with various utilities and governmental agencies.▪ Other duties as assigned.
7. Supervision: <ul style="list-style-type: none">▪ This position is supervised by the Roadmaster.
8. Working conditions of position: <ul style="list-style-type: none">▪ Position will be required to bend, squat, kneel, twist, push, pull, lifting objects frequently that weigh in excess of 50 pounds and standing for long periods of time.▪ Must be able to work outdoors in all weather including extreme cold, heat and windy conditions.▪ Regular and consistent attendance is required.▪ Normal working hours are from 7am to 5:30pm Monday-Thursday.▪ This position is also on-call for problems or emergency situations as they may arise.
9. List required special skills, licenses, certificates, etc.: <ul style="list-style-type: none">▪ CDL Class A.▪ Flagging Certificate.

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- Must have a minimum of four (4) years experience in the maintenance or construction/supervision of roads and highways, including equivalent to high school plus additional specialized training equal to two years technical college or any satisfactory combination of experience and training.
- Must have considerable knowledge of sound safety practices and procedures for all tools, machinery, materials and methods used in line of work.
- Maintain working knowledge of federal, state and local statutes and regulations in relation to maintaining county roads.
- Handles the public in a diplomatic and professional way using discretionary judgment.
- Must be capable of teamwork with other employees.
- Basic computer skills in Windows, Microsoft Excel, and Microsoft Word.

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties:

- Various small tools and equipment