



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **ROAD MAINTENANCE FOREMAN**  
Grade: 13

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Under the direction of the Director of Road and Bridge, directs the work of several crews assigned to road maintenance and repair projects. Examples of projects include the following: Constructing and repairing roads manholes, catch basins, and drainage systems, laying pipe, grading, and hot topping. Other duties include installing and repairing signs, and guard rails; cutting brush, mowing, and repairing damaged guardrails and signs.

### **EXAMPLES OF WORK PERFORMED**

Interprets engineered designs, plans, maps, specifications, and technical manuals

Provides estimates of materials, costs, and timelines for service and construction activities

Inspects work sites for quality of work as well as for compliance with all established laws, policies, procedures, and safety precautions

Establishes deadlines and modifies work schedules to meet deadlines

Requests requisitions, and maintains adequate material inventory to accomplish assigned projects

Oversees inventory of assigned County equipment

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner

Responsible for orienting and training others, and assigning and reviewing their work

Supervises the maintenance of vehicle and heavy equipment

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Associate's Degree in construction management or related profession

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Seven (7) years of experience in heavy equipment operation, road construction, road repair, mechanic repair and heavy equipment maintenance with at least two (2) years of supervisory experience

Two (2) years of experience may be substituted for one (1) year of required education

#### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

May require a Class A Commercial Driver's License issued by the State of Texas

Dependent of area of assignment, other certifications and licenses may be required for this position

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the operating and repair characteristics of a variety of heavy duty equipment and all county vehicles, including law enforcement vehicles

Knowledge of the operating principles of gasoline, diesel and small engines

Knowledge of the occupational hazards and safety precautions of the trade

Knowledge of the office record keeping practices associated with an equipment repair shop, construction, or maintenance

Knowledge of operation of computers and fleet management systems

Knowledge of equipment and vehicle purchasing budgets

Ability to use common office machines

Knowledge of inventory control processes and systems

Ability to prepare and maintain routine records

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations

Ability to direct, supervise and train unskilled to semi-skilled workers

Ability to make recommendations that impact the budget

Ability to supervise employees using or repairing heavy or complex machinery

Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery

Ability to read and explain applicable laws and regulations

Good organizational skills

Ability to understand oral and written directions

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations