



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FOREMAN I**
Grade: 11

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

Supervises the daily activities of County work crews involved in road and bridge construction, mowing, road sign maintenance, paving, and patching.

EXAMPLES OF WORK PERFORMED

Assigns, monitors, and evaluates daily the work of all field crews under supervision to ensure that proper policies and procedures are being followed; that work and safety standards are being maintained and that schedules are being met

Closely supervises the beginning of each project assigned and ensures that each crew member has a clear understanding of his or her long range assignment on the project and the project deadlines

Trains new employees in their duties and in equipment operation as needed

Follows up on calls and complaints from citizens

Ability to operate all County vehicles/machinery for set operations

Surveys roads for potential hazards and oversees responses to those problems

May maintain time records for all crew members supervised and submit necessary information for payroll and leave purposes

Carries out policies and applicable laws

Responsibilities include interviewing, hiring and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems

Regular attendance is a must

Get along with co-workers

Performs other duties as assigned

EDUCATION AND EXPERIENCE

Associate's Degree

Two (2) years of experience in construction, repair of roads, bridges, and drainage structures

One (1) year of supervisory experience

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of effective supervisory principles and practices

Thorough knowledge of the methods, practices, equipment, and materials used in the construction, and maintenance of roadways and/or bridges

Ability to communicate effectively, especially orally, with persons of varying educational backgrounds

Ability to maintain complete and accurate records

Ability to operate a variety of equipment in road work

Ability to perform strenuous work outdoors

Ability to establish and maintain effective working relationships with other County employees and the general public

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Employee may be assigned other duties in addition to those listed

Duties may change according to the changing needs of the County

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