

# **Highway Foreperson**

Oneida County seeks individuals to establish an eligibility list for Foreperson positions with the Oneida County Highway Department at the Rhinelander shop. Starting 2018 hourly rate of \$21.66 to \$22.89 plus excellent fringe benefit package. This full-time position is eligible for overtime, call pay and shift premium.

Under the direction of the Patrol Superintendent and Highway Commissioner, this working supervisor position schedules, coordinates, oversees, and supervises State and County road maintenance, construction, the winter road maintenance program and additional hands-on work duties.

Qualified individuals must have a high school degree, valid CDL with air brake endorsement, good driving record and ability to work nights and weekends as needed. Preference given to individuals with four or more year's work experience in highway construction and maintenance work, supervisory experience, post high school education or training related to position, and previous experience in equipment operation.

Complete job description and required Oneida County application are available at Northern Advantage Job Service, 51A N. Brown St., Rhinelander, WI 54501, (715) 365-1500 or at [www.oneida.wi.gov](http://www.oneida.wi.gov). Complete application and resume are due at the Job Service Office by 4:30 p.m. on April 2, 2018.

EOE/AA

**Oneida County  
Job Description**

Job Title: Foreperson  
Class Title: Foreperson  
Department: Highway  
Reports To: Highway Commissioner  
FLSA Status: Exempt-Supervisory  
Prepared By: Bruce Stefonek, Commissioner  
Prepared Date: February 2018  
Approved By: Lisa Charbarneau, HR Director  
Approved Date: February 2018  
Reviewed Date: \_\_\_\_\_

**SUMMARY** This is a responsible working supervisor position in the Oneida County Highway Department. Employee works under general direction of the Patrol Superintendent and Highway Commissioner. Purpose of this classification is to schedule, coordinate, oversee, and supervise State road maintenance, County road maintenance and construction, plus winter maintenance program as well as hands-on work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Schedules, coordinates and oversees maintenance and repair of County roads plus winter maintenance program. Assignments may include trees/brush clearing, cutting and filling to level roadways, applying courses and sub-base materials, culvert repair/replacement, backfilling, asphalt overlay; and projects for municipalities and other government agencies.

Supervises Equipment Operators, Equipment Operator/Mechanics and summer crews. Completes daily work schedules to plan, coordinate, and assign each employees specific duties, equipment use, and job site location; provides on-site instructions concerning daily work practices and traffic control plus conducts additional periodic safety and equipment use training; reviews work of crew by conducting daily field inspections to maintain quality standards, assess project progress, and monitor use of safety procedures and other related State & department policies, procedures and standards; completes performance evaluation; approves leave; assist in disciplinary actions as appropriate; per direction from Commissioner may assist with interviewing and selecting employees.

Coordinates and monitors quality control and efficiency of contract work performed by Highway Department for municipalities; attends pre-construction meetings concerning environmental and utility issues, possible road closures, land owner or sub-contractor issues etc.; coordinates availability of required equipment including location and rental of specialized and other required equipment (track and wheeled backhoes, earth movers, dozers, skid steers, etc.).

Assist Commissioner and Patrol Superintendent with contacts, authorizes use, coordinates time and sequence, and monitors work of subcontractors required for special projects or service needs (excavating, road leveling, truck hauling, weed spraying, shoulder repair, etc.); monitors utility work to ensure right of ways are restored to meet established safety and erosion control standards. May assist Commissioner and Patrol Superintendent coordinating equipment and/or personnel with other counties.

Will assist Commissioner and Patrol Superintendent with daily safety procedures, which includes monitoring employees daily, and safety classes/seminars/safety rodeo etc.

Continually observing, monitoring production to strive for maximum safety and efficiencies to be presented to the Commissioner and Patrol Superintendent. Job will require working outside the normal work day hours. Must have daily projects ready prior to start of normal working hours to maximize crew hours including the end of the normal work day.

Estimates need and availability and coordinates delivery of materials for road maintenance, construction, and special projects (rock, gravel, culvert markers, grass seed for erosion control, etc.); utilizes local suppliers, trade dealers and trade publication etc. to research new materials and equipment; provides input for equipment purchases; inspects, records, and invoices materials received; maintains inventory of materials and construction signs. Picks up and drops off parts and materials as needed.

Implements traffic control plans to ensure safety of work crews; determines proper placement of various safety, land/road closure, and detour signs, arrow and message boards, barricades etc., in road work areas and road testing sites; assess need for and schedules personnel performing flagging duties; monitors employees use of appropriate traffic control procedures at job sites.

Obtains Diggers Hotline information and coordinates required utility work locating electrical, phone, cable, and gas lines.

Coordinates and supervises general road maintenance work (repairing potholes, tarring, brushing, cleaning ditches and culverts, mowing, should repairs, etc.)

Supervises winter maintenance program on a rotating basis, deciding when to call out crews for work, and actively managing all operations during winter storms, requiring expanded hours of work. During winter months, may be assigned to work a night shift to monitor roads and storm conditions.

Schedules and supervises repair or replacement of road signs, mailboxes, guardrails, or other damage reported in State and County property damage claims.

Completes a variety of reports including storm reports for Patrol Superintendent.

Reviews employee time slips to ensure that employee time and County materials are charged out correctly.

Reviews/maintains various spreadsheets to assess specific costs for materials, labor, equipment use, required subcontractor work, administration fees, etc.

Checks and files scale tickets.

Responds to emergency situations reported by law enforcement and/or public including road washouts, floods, unsafe road conditions, and traffic accidents; calls in required labor or technical Highway staff to resolve situation and supervises any traffic control procedures required.

Monitor and report equipment repair to the Shop.

May attend DOT and WCHA seminars as deemed appropriate by the Commissioner.

Patrols County and State roads to determine repair work to be performed and reports findings to Highway Commissioner.

As a working supervisor, this position will perform all duties and responsibilities of Equipment Operators and Equipment Operator/Mechanics on a regular basis.

Responsible for working safely and following safety practices and standards of the County Highway Department and instructing staff to do the same; responsible for reporting or correcting any existing or potential safety or accident hazard. Ongoing safety training of employees.

This position responds to inquiries from law enforcement agencies, town, county, state officials and the public.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times, with the public and clients. Also establishes and maintains a courteous, cooperative and respectful working relationship with other employees, supervisors, and public officials.

Answers telephone, directs calls, takes messages and responds to inquiries: notifies Sheriff's Department of stranded motorists; calls Deer Hotline to pick up carcasses.

May troubleshoot mechanical problems with equipment.

Provides back up support in absence of co-workers.

Any other duty as assigned by Highway Commission/Highway Committee.

**SUPERVISORY RESPONSIBILITIES:**

Assists the Patrol Superintendent in supervising employees and the road maintenance department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This position participates in counseling employees for work performance and has responsibility for disciplinary actions.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be knowledgeable of road and bridge repair maintenance procedures and equipment, and of supervisory practices and techniques. Must know about hazards and safety precaution programs and techniques. Must be able to plan, organize, direct and monitor projects and people and must know of accounting and fiscal management.

Ability to plan, assign and supervise work of a large group of employees engaged in highway maintenance and construction

Ability to read, write, understand, follow and issue oral and written instructions.

Ability to keep neat, clear and accurate records and reports.

Ability to apply concepts such as fractions, percentages, and ratios to practical situations.

Ability to solve practical problems and deal with a variety of situations.

Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations

Complies with applicable federal and state laws and established County procedures, policies and standards

Ability to maintain safety records.

Ability to teach safety policies and procedures.

Ability to work long hours: good attendance record required.

Ability to establish and maintain effective working relationships and public relations with the public including County and State officials and employees.

**EDUCATION and/or EXPERIENCE:** Graduation from an accredited high school, additional credit for advanced degree. Prefer four year's experience in highway construction and maintenance work, including supervisory responsibilities, with experience in planning and equipment operations helpful; or any acceptable equivalent combination of training and experience. Must have and maintain a valid Commercial Driver's License (CDL) with air brake endorsement and good driving record.

**REASONING ABILITY:** Able to evaluate situations and make good independent decisions.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, bend, twist, stoop, lift, traverse difficult terrain and climb ladders. Routinely lift 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the nature of this position, the environmental conditions may be extreme and are those which are found in the Northern Wisconsin area (snow, rain, sun and wind), and temperatures may fluctuate. The noise level in the work environment is usually moderate.