

# Yellowstone County

## Class Specification

<b>Class Title</b>	<b>Road &amp; Bridge Foreperson</b>
<b>Class Code Number</b>	<b>4035</b>
<b>Grade</b>	<b>F/G</b>
<b>FLSA</b>	<b>Non-Exempt</b>
<b>EEO Function</b>	<b>Streets and Highways (2)</b>
<b>EEO Category</b>	<b>Skilled Craft (7)</b>
<b>Date</b>	<b>August 2006</b>

### Job Summary

This position is a working foreperson. Must be well skilled in all types of heavy equipment operations, excavators, backhoes, motor graders, skid steers, etc. Successful candidate will take a crew out and supervise a wide variety of projects including culvert install, repair, maintenance, bridge repair, maintenance, cattle guard repair, installation, maintenance, all aspects of tree trimming /removal. In the field engineering, setting up lasers & establishing elevations for culverts / cattle guards & drainage projects.

### Distinguishing Class Features

This is responsible and technical supervisory work in the construction, maintenance and repair of County roadways. The work is performed under the general direction and supervision of the Road & Bridge Superintendent, but nature of work allows employee in this class to exercise independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Road & Bridge Director, the Road & Bridge Superintendent employees, and the general public. Supervision is exercised over the work of truck drivers, equipment operators and temporary employees.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

#### **Management:**

- ☐ Confers with the Road & Bridge Superintendent to determine administrative and technical support needs, job and staffing requirements, and services for the Road and Bridge Department;
- ☐ Makes and adjusts work assignments, depending on work load and equipment availability;
- ☐ Investigates and takes corrective action on citizen complaints pertaining to areas of responsibility;
- ☐ Ensure proper safety procedures are followed; and
- ☐ Participates in interview and selection process for new employees.

#### **Operations:**

- ☐ Develops goals, plans and measurements of performance for the operations of the Road Section in consultation with the Road & Bridge Superintendent;
- ☐ Maintains accurate and complete records of operations by diary, daily reports, and/or material usage reports;

- ☐ Inspects work in progress to assure conformance with instructions and specification requirements;
- ☐ Supervises preventive maintenance program for Road Section equipment;
- ☐ Performs or assists in performing difficult or skilled tasks;
- ☐ Coordinates emergency repairs;
- ☐ Coordinates utility location requests; and
- ☐ Arranges the movement of materials to job site.

***Miscellaneous:***

- ☐ Performs a variety of heavy manual work in connection with maintenance and construction.
- ☐ Attends meetings, conferences and workshops as requested and authorized; and
- ☐ Performs related work as required.

<b>Required Knowledge and Abilities</b>
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***Knowledge and understanding of:***

- ☐ Truck/heavy equipment operations is essential;
- ☐ Safety practices and procedures when digging around utilities is essential;
- ☐ Safe trenching practices and procedures are essential;
- ☐ Safety practices and procedures regarding tree work/branch removal;
- ☐ Grade Rod Laser Level operation;
- ☐ Welding / fabrication a plus;
- ☐ Roadway construction principles, practices and materials;
- ☐ General safety procedures and practices; and
- ☐ Supervisory principles and practices.

***Ability to:***

- ☐ Organize, prioritize, supervise and evaluate the work of others;
- ☐ Speak clearly and persuasively in positive or negative situations;
- ☐ Write clearly and informatively, varying writing style to meet needs;
- ☐ Read and interpret written information;
- ☐ Complete work in a timely manner;
- ☐ Observe safety and security procedures;
- ☐ Establish and maintain effective working relationships with other County employees, supervisory personnel, subordinate staff and the general public;
- ☐ Operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- ☐ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ☐ Perform a wide variety of supervisory and construction management tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- ☐ Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and
- ☐ Meet challenges with resourcefulness through original thinking and creativity.

<b>Reporting Relationships</b>
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Reports to the Road & Bridge Superintendent.

<b>Minimum Qualifications</b>
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***Education/Experience/Training***

- Graduation from high school or GED; and

- Four (4) years' experience and training in supervising and coordinating construction, maintenance and repair of County roadways and heavy equipment operation; or
- Any equivalent combination of experience and training totaling four (4) years.

***Certifications:***

- Commercial Driver's License Class A II with tanker endorsement minimum issued by the State of Montana.

<b>Essential Physical Abilities</b>
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***Essential Physical Abilities:***

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 regularly required to use hands; reach with hands and arms while driving a semi or construction equipment;
- The employee is frequently required to sit while operating a vehicle or heavy equipment and regularly is required to stand; walk; climb or balance and stoop or kneel;
- The employee may lift and/or move up to 50 pounds and occasionally lift and/or move more in excess of 50 - 100 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus especially while driving.

***Working Conditions:***

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.

- Work is performed outdoors, in nearly every type of climate and weather condition;
- During periods of extremely wet weather grading and leveling activities can be difficult to perform;
- Bulldozers, scrapers, and other heavy equipment are noisy and shake or jolt the operator;
- Operating heavy construction equipment can be dangerous. As with most machinery, accidents generally can be avoided by observing proper operating procedures and safety practices;
- The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; and vibration;
- The noise level in the work environment varies from moderate to sporadically loud.

Accepted - Board of County Commissioners

Date Stamp

August 28, 2006

Amended Date

November 28, 2013

Amended Date

July 9, 2025