**ASPHALT FOREMAN**

SCOPE OF WORK:

Employees in this position are responsible for coordinating asphalt maintenance projects. They plan, delegate, coordinate, and communicate as necessary to ensure projects meet specifications, timelines and budget expectations.

ESSENTIAL DUTIES PERFORMED:

* Plan, coordinate and delegate tasks involved in asphalt maintenance.
* Creates systems and procedures which keep downtime to a minimum.
* Participate in bi-annual asphalt inspections.
* Participate in regular snow removal and road maintenance activities.
* Purchase parts and maintain supplies inventory.
* Operate a variety of large equipment including distributors, loaders, packers, chippers as well as a variety of hand tools.
* Determine appropriate procedures, processes or methods to best accomplish the task.
* Participate in skilled trades on the construction, remodel or upkeep of county buildings.
* Perform regular maintenance and minor repairs of highway equipment.
* Oversees the part-time summer help.

MINIMUM QUALIFICATIONS

Requires high school diploma or GED and a minimum of three years of directly related asphalt construction and maintenance experience, preferably with one year as lead worker. Vocational education or specialized training may be substituted or combined with experience on a year-to-year basis. A valid North Dakota CDL driver’s license of a class appropriate to the equipment operated is also required. The class will be specified by the employing department at the time of recruitment.

CLASS EVALUATION:

Technical Knowledge:

* Requires knowledge of equipment maintenance and asphalt construction/maintenance processes, procedures and methods.
* Requires considerable specialized knowledge, skill and ability.
* Requires work experience in duties similar in type and complexity to those performed at this level.

Management Breadth:

* Requires managing and directing the activities of employees with duties of the same or similar nature.
* Responsible for directing and managing summer staff for the asphalt crew.
* Responsible for training the summer staff on road way safety and how to properly sign work zones and wear PPE.

Interpersonal Skills:

* Requires a high degree of written and/or verbal communication skills in dealing with other employees, clients or the general public.
* Ability to follow instructions and respond to management direction.

Guidelines:

* General asphalt guidelines exist.
* Requires judgment in selecting appropriate guidelines.
* Interpretation/adaptation of guidelines is required for specific cases/problems.

Physical Requirements:

* Ability to lift weights frequently over 50 pounds. Will need to get assistance for lifting some loads.
* Walk (Move, traverse) frequently, often carrying and placing load requiring bending and twisting.
* Climb (Stairs, ladders, into equipment) or balance frequently.
* See (Detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess) constantly.
* Talk and hear (Communicate, detect, converse with, discern, convey, express oneself, exchange information) constantly.
* Reach often with loads or tools (hand, power)

Mental Challenges:

* Duties are defined in general terms and may vary depending on circumstance.
* A variety of unrelated procedures are provided for performing duties under varying circumstances.
* Analyzing circumstances to select appropriate procedure to use is necessary.

Independence of Action:

* Instructions are given in general terms.
* Duties include deciding methods and details to complete tasks.
* Duties include utilizing established policies and practices in strategy development and problem solving.

Control of Budget Dollars:

* None.

Effect on Decisions:

* Indirect effect – activities provide analysis, recommendation or advice used by others in making decisions.

Hazardous Working Conditions:

* Work includes exposure to hazardous conditions resulting in a risk of serious physical injury requiring medical attention and some lost time from work.
* Exposure occurs on a seasonal, periodic or similar intermittent basis.

May be called in to work during off hours due to extreme weather/climate conditions. Occasional travel required.

*This job description is not intended to be a complete list of duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.*