

**Bell County, Texas**

**Job Description:517  
July 2001**

**Job Title:** Foreman Road and Bridge

Department: Road and Bridge  
 Immediate Supervisor Superintendent Road and Bridge

Brief Description of the Job: Supervises crewmembers, maintains records and manages projects.

Essential Functions:

	*	**
1. Supervises crewmembers by assigning work duties, maintaining records and reports, ensuring work duties are completed appropriately and in a timely manner and realigning work duties as needed.	70	L
2. Performs other duties by remaining on call for emergencies, ordering materials and supplies and coordinating work with land owners.	30	M

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any sing incumbent.

\*Percentage of time

\*\*Physical strength code: S-Sedentary                      L-Light                      M-Medium                      H-Heavy VH-Very Heavy

**PHYSICAL DEMANDS**

Overall physical strength demands for this position: \_\_\_\_\_Sedentary \_\_\_\_\_Light

X   *Medium*           *Heavy*           *Very Heavy*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Inspecting job site, assigning work duties
Sitting	F	Driving, desk work
Walking	F	Around job site
Lifting	O	Materials and supplies
Carrying	O	Materials and supplies
Pulling	O	Working with materials
Pushing	O	Working with materials
Using fine dexterity	F	Computer keyboard
Reaching	O	For tools and supplies
Kneeling	O	Inspecting work
Crawling	O	Inspecting work
Twisting	R	Working on equipment
Climbing	R	Onto equipment, stairs
Balancing	R	On equipment
Seeing	C	Reading, computer screen, driving
Hearing	F	Communicating with crewmembers
Talking	F	Communicating with crewmembers
Using Foot controls	F	Driving

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Frequency code:    C-Continuously    F-Frequently    O-Occasionally    R-Rarely    N-Never

**Machines, tools, equipment and work aids:**

Computer and related software, cutting torch, shovels, post hole diggers, levels, jack, broom, hand tools, chain saw, vehicle, two-way radio, calculator, measuring tape

**ENVIRONMENTAL FACTORS**

Dirt and Dust	D	Extreme temperatures	W	Noise and Vibration	W
Fumes and Odors	M	Wetness/humidity	M	Darkness/Poor lighting	M

**HEALTH AND SAFETY**

Mechanical hazards	D	Chemical hazards	M	Electrical hazards	M
Fire hazards	M	Explosives	N	Communicable diseases	Y
Physical danger or abuse	D	Other (specify)			

Exposure to and frequency: D-Daily    S-Seasonal    W-Several times/week    M-Several times/month

**PRIMARY WORK LOCATION**

Office environment	X	Warehouse		Shop	
Vehicle		Outdoors	X	Other:	

**Protective Equipment Required:****NON-PHYSICAL DEMANDS**

Time pressures	F	Emergency situations	O
Frequent change of tasks	F	Irregular work schedule/overtime	O
Performing multiple tasks simultaneously	O	Working closely with others/teaming	C
Tedious or exacting work	O	Noisy/distracting environment	O

Frequency codes: F-Frequently    O-Occasionally    R-Regularly

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Over three years up to and including four years of experience is required.

### **Certifications and Other Requirements:**

Valid Texas Class C Driver=s License

### **Supervision:**

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

### **Contacts:**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.