



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Foreman  
**LOCATION:** Highway Department  
**SALARY:** \$28.06 - \$31.18/Hr.  
**STATUS:** Full time  
**HOURS PER WEEK:** Various hours per week, 40+ at times  
**WORK HOURS:** 7:00 am – 3:00 pm, 6:00 am – 4:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Foreman  
**DEPARTMENT:** Highway  
**PAY BASIS:** Hourly

**PURPOSE AND SUMMARY:**

Directs Highway department laborers and operators involved in various Highway Department projects, as related to roadway preparation, maintenance, construction and snow removal. Acts as an on-site project manager and assists in the coordination with contractors and superintendents. Performs snow removal and manual labor as required by the Highway department, in order to keep roadways within the county safe and free of debris.

**ESSENTIAL FUNCTIONS:**

1. Coordinates project operations in order to assure prompt, efficient and accurate deployment of labor, equipment and materials.
2. Prepares and maintains accurate records and reports relating to project dates, locations, times, materials, equipment and labor to ensure proper invoicing to department customers, including local municipalities, the Wis DOT and other government entities.

3. Oversees and directs select laborers to ensure quality work as well as efficient and accurate productivity.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Performs daily walk around inspections, routine equipment maintenance and minor repairs (fuel, grease, etc.) on Highway Department equipment.
2. Accurately records daily time worked, including machinery and materials used, in accordance with the departmental process.
3. Works with others in a team environment and portrays a positive attitude.
4. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Highway Maintenance Superintendent and Traffic Operations Supervisor.
2. Provides direction to Equipment Operator I and Equipment Operator II.
3. Works with Highway Maintenance Superintendent, Traffic Operations Supervisor, other departments, contractors, and the general public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or its equivalent.
2. Minimum five years' experience in roadway maintenance, repair, or construction.
3. Related snow removal experience preferred.
4. Current valid Wisconsin driver license, Class A Commercial with Tanker endorsement and no vehicle restriction.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to read and interpret detailed project plans as well as receive detailed instructions and accurately instruct crew to perform the related work.
2. Ability to re-group and re-direct crew as weather, emergency or other situations arise.
3. General knowledge of the state, county and local transportation systems as well as the geographical locations of area municipalities.
4. Working knowledge of Grade Measuring Systems and the ability to record and interpret readings.
5. Working knowledge of Grade Control Systems and their operation on associated types of equipment.
6. Knowledge of the safe operation and maintenance of all highway equipment.
7. Strong written and verbal communication skills.
8. Working knowledge of traffic control and safety devices as they apply to the Highway Department operations.
9. Working knowledge of internal combustion engines and the ability to perform minor maintenance and repairs on Highway Department equipment.
10. The completion of a knowledge and skills test may be required based on the number of qualified applicants.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform strenuous or heavy manual labor throughout the bulk of a shift.
2. Ability to work in continuous exposure to extremes in temperature and inclement weather.
3. Ability to sit for long periods of time while operating equipment.
4. Ability to stand and walk for long periods of time.
5. Ability to work adjusted shifts as weather and departmental work determines.