

CODE: 4111

Rev 01-17-14

GRADE: 19

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: PROJECT FOREMAN  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision and in coordination with staff performs the duties of supervisory and coordination of various Public Works projects. Among these are, but not limited to, roadway construction, maintenance and repair of roads, parking lots, and sidewalks construction, drainage structure installation and repair. Shall be part of a 24/7 on call system to assist in the coordination of emergency incidents throughout Thomas County. Shall perform step by step inspection of projects which involves such duties as instruction, assigning, teaching, reviewing work and maintaining high standards of construction practices. Employee must exercise initiative and independent judgment in completing assigned projects. Employee must exercise tact, courtesy, and professionalism in working with the general public.

Must coordinate all assignments with Public Works Superintendents. Project Foreman and Superintendents report to the Public Works Director

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, appraising employee performance. This position must be proficient, experienced, and skilled in the construction methods set forth by the Department of Transportation.

Schedules and supervises road construction for Thomas County. Coordinates all projects assigned with the Director, Superintendents, and Administrative Office Staff.

Performs light surveying and staking.

Calculates and schedules materials needed for projects.

Supervises basing and paving operations, clearing, grading, drainage, grassing, fertilizing, erosion control, etc.

Assists in road maintenance problems.

Ensures the proper signs and safety of work zones.

Assist with job assignments for construction and maintenance crews.

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Maintains material inventory for projects.  
Proficient in heavy equipment operation.

Rents equipment as needed.

Inspects vehicles.

Certified in traffic control and flagging.

Assist with maintenance work such as dragging roads, pulling ditches, patching potholes, cutting right of way.

Performs and supervises maintenance and repair of roads and bridges in coordination with Superintendent

Runs transit and level to stake out projects.

Assist with the cleaning of right of ways and ditches.

Operates heavy equipment such as bulldozer, loader, excavator, etc.

Meets with property owners.

Receives and/or reviews various records and reports including concrete ticket, completed work order, steel ticket, driveway pipes, asphalt weight tickets, bulk cement weight tickets, Department of Transportation contracts, right of way plats, easements, and various other records, reports, memos, correspondence, etc.

Prepares and/or generates various records and reports including employee evaluations, work orders, daily reports, vehicle inspection sheet, easement, driveway applications, incident and accident reports, leave/vacation/sick slip, daily assignments, and various other records, reports, memos, correspondence, etc.

Must be proficient in plan and blueprint reading, erosion control, State specification manual, policy manual, manual of Uniform Traffic Control, soil erosion manual, job guide, maintenance table, flagging training manual, equipment maintenance manual, equipment manuals, codes / laws / regulations, publications and reference texts, etc.

Uses tripod level, metal detector, mechanic's tools, carpenter's tools, chainsaw, measuring wheel and tape measure, shovel, office supplies, communication devices, etc.

Interacts and communicates with various groups and individuals such as Superintendants, property owners, Department of Transportation personnel, Engineer, Shop Foreman and mechanics, Warden and Deputy Warden, Thomas County Dispatch and Sheriff's Department, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

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### MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five to seven years of experience in maintenance and construction work involving use of heavy equipment, including one to two years of responsible supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENT

Must have successfully completed required courses and certification such as Class A driver's license, Litigation for Risk Management, Work Zone Safety; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of work orders, simple forms, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in

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standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, switches, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.