

JACKSON COUNTY, IOWA
Position Description

Secondary Roads Department

Title: Shop Foreman

Reports To: County Engineer

Department: Secondary Roads

FLSA STATUS: Exempt

Supervision Duties: All Employees Classified as Mechanic

SUMMARY

Under administrative direction of the County Engineer, the Foreman will supervise and coordinate the activities of shop personnel to ensure repairs and maintenance of all county equipment used in road maintenance in the secondary road department are performed efficiently and in adherence to shop policies and safety standards; including occasional maintenance and repairs by the Foreman when necessary. Performs inventory and orders of supplies and materials as necessary to sustain the operation of the equipment and shop. Coordination of work with Road Superintendent and mechanics.

The Foreman plays a critical role in overseeing daily operations within the shop environment. This position requires a strong leader who can effectively manage a team, ensure high-quality production standards, and implement process improvements.

EQUIPMENT/JOB LOCATION

The primary location of work will be within the Secondary Roads Maquoketa Shop but will include all Secondary Road Shop locations and the County Engineer Office. This is a full-time position with regular hours from 7:00 a.m. to 3:30 p.m. Employee may also be called in to work after hours or on weekends when emergency conditions or road repairs are required. Work is generally performed in a garage setting but does require some outdoor work for extended periods of time and in various locations in the County.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, skills, and abilities. Incumbents must be able to demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, and possess the necessary physical requirements with or without accommodation, to safely perform the essential functions of the job.

This list is illustrative and is not a comprehensive list of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Supervise and coordinate the activities of shop personnel to ensure efficient workflow; monitor work quality and ensure adherence to shop policies and safety standards.

Manage project timelines, ensuring that all tasks are completed on schedule and within quality expectations.

Lead regular shop meetings to discuss progress, address challenges, and promote open communication among staff; implement process improvement initiatives to enhance productivity.

Collaborate with County Engineer and Road Superintendent to align shop operations with Secondary Road goals.

Diagnose equipment malfunctions to determine if parts or systems are worn, broken, improperly adjusted and need to be repaired or replaced; uses shop technical manuals to determine tolerances, assemblies and related standards.

Uses shop tools and equipment including but not exclusive of drills, grinders, micrometers, reamers, realignment, and grinding machines to make necessary repairs to valves, gears, inserts, pistons, pumps, generators, alternators, injectors, brakes, steering, suspension, radiators, tires, transmissions and related parts and systems.

Uses welder and cutting torch to modify equipment and fabricate parts; work on truck bodies; installs lights, radios, mirrors and related parts; repairs and replaces jacks, pumps, cylinders, chainsaws and related power-driven equipment owned and operated by Jackson County.

Supervises the mechanics to ensure the proper servicing and repair of County vehicles and equipment, including the use of hand and mechanical tools.

Provides technical assistance to equipment operators on operating, servicing, repairing, and preventative maintenance on their assigned equipment. Using GPS program to maintain GPS sensors and modems installed on County equipment; coordinating any GPS issues with County's GPS vendor.

Maintains County equipment records; maintaining supplies and inventory for the Secondary Road Department; maintaining purchase orders, job materials supplies, parts pickup and delivery, MSDS sheets for each shop.

Assists the County Engineer and Road Superintendent in preparing specification bid sheets for new equipment.

Responsible for ensuring all staff are using appropriate personal protective equipment, following proper procedures, operating all equipment and performing tasks within the shop in a safe manner.

Operates all equipment and vehicles and hauls equipment including, but not limited to automobiles, pickups, single and tandem axel dump trucks, bulldozers, end loaders, excavators, motor graders, tractors, and mowers; some of which may be equipped with snow removal equipment.

Operate and tests vehicles and equipment to ensure problems have been corrected.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of heavy construction and maintenance equipment. The ability to establish and maintain effective working relationships with fellow employees, department staff and the general public. Ability to read and follow oral and written instructions both in repair work and general duties. Able to work independently and supervise mechanic and shop personnel. Basic mathematics (addition, subtraction, multiplication, and division) in making cost estimates, keeping inventory, ordering parts and tracking maintenance costs.

Ability to understand and follow oral and written instructions and to communicate these instructions to foremen and other county employees; ability to establish and maintain effective working relationships with employees and members of the public.

The ideal candidate will possess a blend of technical expertise and leadership skills to drive operational success and foster a collaborative work atmosphere.

Possess effective leadership skills to effectively plan, assign, supervise and direct the work of others.

Ability to effectively utilize basic computer functions such as (Microsoft Office, web-based applications) and other programs as needed. Must possess basic computer and general office equipment knowledge.

Ability to determine priorities and schedule and assign work to meet departmental objectives.

Knowledge and ability to interpret and enforce OSHA requirements and internal safety policies and procedures.

Knowledge of appropriate use(s) of various light and heavy equipment including, but not limited to: motor grader, dragline, heavy truck, back-hoe, end-loader, grade-all low-boy, bulldozer.

Ability to maintain accurate records for personnel functions, inventory and equipment.

Ability to meet stressful project deadlines and make abrupt changes in priorities.

Ability to establish and maintain effective work relationships using tact and courtesy with all levels of elected officials, employees, agencies, members of the public; outside contractors, Department of Transportation, utility companies.

Must possess effective communication skills including written, verbal and listening skills.

Must have the ability to use independent judgment and work under pressure, to work independently without direct supervision and must be capable of taking initiative in resolving problems and completing projects.

Must have the ability to follow oral and written instructions in detail, with accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Education and Experience:

High school diploma or equivalent with a Technical Degree in diesel mechanics and five (5) years supervisory or management experience preferred. Equivalent experience in mechanics may be considered in lieu of a technical degree.

Certificates, Licenses and Certifications:

Must possess and maintain an Iowa Commercial Driver's License (CDL), with air brakes and tractor-trailer certification at all times. Must possess a satisfactory driving record and maintain insurability according to County policy at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work involves frequent crouching, crawling, stooping, kneeling, standing, walking, sitting, pushing, pulling, lifting and carrying objects weighing up to 50 lbs. and occasionally up to 100 lbs. Extensive use of hands, fingers, legs, arms, in grasping objects and driving equipment. Climbs ladders and equipment in order to do necessary operations and repair work. Climbs into cabs of various equipment (trucks, motor graders, excavators, dozers, end loaders, tractors, mowers, etc.) Adequate eye, hand and foot coordination to safely perform the job functions. Ability to work outside and subject to temperature and climatic extremes at various times of the year. Work is performed in an environment with regular exposure to a number of undesirable conditions: including hot and humid summer days,

cold and snowy days with severe wind chill factors, noise, dust, fume, moving parts, electrical shock, burns and toxic agents. Field repair work is also subject to a variety of potentially dangerous conditions during the construction season, snow and ice removal during the winter, working around moving traffic, and construction equipment.

SUPPLEMENTAL INFORMATION

This position is subject to random drug and alcohol testing. A pre-employment drug screening is required.

Position requires flexibility in working before or after hours or on weekends when emergency conditions or road repairs are required.

This position description is not intended to be all-inclusive; employee may perform other related duties as to meet the ongoing needs of the employer.

This position description does not constitute an Employment Agreement between the employer and employee.

Employee Signature

Date

Employee Name

Reviewed with employee by:

Signature

Date

County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.