



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	GENERAL FOREMAN				
FLSA Status:	NON-EXEMPT	Min. Pay Rate	\$22.00 pr hr.	Max. Pay Rate:	\$24.90 pr hr.

Essential Functions:

To lead and oversee road construction and maintenance activities. Receives direction and supervision from the County Engineer and Road Superintendent

Exercises functional and technical supervision over one to several crews engaged in new construction and maintenance activities.

1. Responsible for the supervision of new construction and maintenance of road and bridge projects in the assigned area.
2. Ensures that the County Engineer and/or Road Superintendent are kept informed of ongoing activities.
3. Coordinates with the public, supervisors and employees in a courteous and professional manner.
4. Supervises the blading of roads in a manner that existing materials be utilized as much as possible and ensure proper crown when possible for adequate drainage of road surface.
5. Responsible for maintaining good drainage in road ditches to the extent practicable.
6. Incumbent ensures that machinery is operated properly and by qualified personnel, that all men under his supervision have the proper tools, work safely and complete the necessary paper work on a daily basis.
7. Verify the work assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Consult with the County Engineer and Road Superintendent regarding projects, personnel, equipment and services provided.
9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
10. Performs related duties as required.

Position Specifications:

Requires the following:

1. Equivalent to the completion of the twelfth grade. Additional specialized training in road construction and maintenance.
2. Skill in utilizing personal computers and modern office procedures, methods and computer hardware and software. Microsoft Office proficiency required.
3. Ability to establish and maintain effective working relationships and communication with co-workers, County employees, and other agencies and the general public.
4. Three to five years of road construction and maintenance experience. Work well independently in the absence of supervision.
5. Must have a valid Texas driver's license.
6. May be required to work more than 40 hours during the workweek.

Working Conditions: Field environment; traveling from site to site; working closely and courteously with others and exposures to various weather conditions, noise, dirt and dust; working in and near water including creeks and ditches; may be exposed to fumes and smoke, slippery and uneven surfaces, extremely loud noises, hazards associated with traffic control and working in and near traffic and inclement weather.

Individual Office/Department Conditions: Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by County Treasurer Office. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

Applications are available at the Road and Bridge Department, 775 Business 290, Hempstead, Texas or on the Waller County website at www.co.waller.tx.us.

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

NO PHONE CALLS – ALL APPLICANTS WILL NOT BE INTERVIEWED. THIS JOB IS AVAILABLE JANUARY 2, 2019.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.

