

LINN COUNTY CLASSIFICATION

TITLE: SPECIAL OPERATIONS GROUP FOREMAN

NUMBER: 283

APPROVAL ORDER NUMBER: 2022-308

PAY RANGE: 16

DATE: AUGUST 30, 2022

CATEGORY: MANAGEMENT EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, coordinates and directs construction and maintenance activities including surface treatments, small project paving, road base repairs and other projects as assigned. Ensures that materials and equipment are available. Assigns personnel to various tasks to accomplish assigned work. Works with the Operations Manager to prepare contracts for small- to intermediate-sized projects.

SUPERVISION RECEIVED: Works under the supervision of the Operations Manager who assigns objectives, establishes priorities and periodically reviews progress and performance.

SUPERVISION EXERCISED: Exercises supervision over personnel assigned to the Special Operations Group. Coordinates and directs the activities of personnel assigned to other divisions who are working on Special Operations projects. Inspects, coordinates and directs the work of contractors.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plans, coordinates and directs operations in the performance of chip seals and assigned road maintenance and repair projects.
2. Translates engineering plans, specifications and instructions into work for general or specific assignments.
3. Coordinates with the Operations Manager and other division supervisors for the assignment of personnel and equipment and procurement of materials for projects.
4. Operates construction and road maintenance equipment including dump trucks, equipment trailers, backhoes, motor graders, excavators, loaders, rollers, chip spreader, asphalt concrete paver and others.
5. Works with the Operations Manager on the preparation and execution of contracts including planning, layout and coordination. Supervises and inspects work performed by private contractors.
6. Prepares reports and compiles and maintains accurate records of work performed.
7. Provides and/or coordinates staff training as assigned.
8. Represents the County at public and/or professional meetings. Represents the County in interactions with members of the public and representatives of other agencies.
9. Develops and maintains effective, harmonious and reasonable work relationships with others.
10. Maintains regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the use, operation, maintenance and minor repair of motorized highway equipment including chip spreaders. Working knowledge of state and federal laws pertinent to the work under this classification, including operation of commercial motor vehicles and equipment on roads and highways; regulatory requirements relating to water quality and construction management; the Migratory Bird Treaty Act; Bureau of Labor and Industry labor laws and Oregon State and Linn County public contracting laws. Considerable knowledge of the public road system in Linn County. Ability to do accurate, skilled work, from oral or written instructions, with a minimum of supervision. Good physical condition, initiative, resourcefulness, dexterity, agility and mechanical aptitude. Ability to effectively use a personal computer to prepare correspondence, perform basic research, create and use Excel spreadsheets and Word documents and to communicate through email.

EXPERIENCE, EDUCATION AND TRAINING: Must be 18 years of age or older and a graduate from a senior high school or possess a GED; minimum of five years of experience in road construction, maintenance and repair, including operating highway motorized equipment; minimum of four years' operating a chip spreader; minimum of two years planning or assisting in the planning and design of chip spreading operations; or, any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a Commercial Drivers' License Class "A" with endorsements for manual transmission, fifth wheel trailer, air brakes, tanker and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed outdoors in all types of weather and in all areas of the county. Work requirements include being able to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move ninety (90) pounds is also required.