

## **JOB POSTING 2026-001 ROAD FOREMAN**

**Job Title:** Road Foreman

**Schedule:** Monday – Thursday | 6:00 AM – 5:00 PM

**Location:** Road Barns

**Position Type:** Full Time | Non-Exempt | Heavy Equipment Role

### **Compensation & Benefits:**

- Competitive pay based on experience.
- Health insurance (medical, dental, vision).
- Paid time off (PTO) and holidays.
- Retirement plan.
- Professional Personal Growth development opportunities.

### **Equal Employment Opportunity (EEO) Statement:**

- We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

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### **FLSA Status:**

- This is a **non-exempt** position under the Fair Labor Standards Act (FLSA) and is eligible for overtime pay in accordance with federal and state laws.

### **How to Apply:**

- Please submit your resume and cover letter detailing your relevant experience to [jcole@mcdonaldcountymissouri.gov](mailto:jcole@mcdonaldcountymissouri.gov) with the subject line: “Road Foreman.”

### **DEFINITION**

The Road Foreman Supervisor acts as the primary authority for Road and Bridge Department operations, personnel management, budget oversight, and resource allocation, subject to County Commission direction and approval. Foreman performs advanced supervisory, administrative, and technical duties in directing the maintenance, construction, and repair of County roads, bridges, and related infrastructure. This position oversees the entire Road and Bridge Department, manages staff and employment needs, and ensures safe, efficient, and cost-effective operations in accordance with County policies, regulations, and standards.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the County Commission.
- Exercises direct supervision over all Road and Bridge Department personnel, including equipment operators, laborers, and crew leaders.
- Responsible for department-wide staffing, scheduling, and performance management.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES—Important responsibilities and duties include, but are not limited to the following:

Essential Responsibilities and Duties

1. Plans, coordinates, and supervises all activities of the County Road and Bridge Department, including road maintenance, construction, bridge repairs, drainage systems, snow removal, sanding, and emergency response operations.
2. Develops, manages, and monitors the Road and Bridge Department operating budget; tracks expenditures to ensure efficient use of public funds and compliance with approved appropriations.
3. Oversees daily operations and long-term planning to ensure county road infrastructure is maintained in a safe and serviceable condition.
4. Develops and implements work schedules, assigns crews and equipment, and prioritizes projects based on safety, budget, weather, and operational needs.
5. Manages department staffing needs, including recruitment, hiring recommendations, training, scheduling, evaluations, promotions, disciplinary actions, and terminations.
6. Provides leadership and direction to staff; ensures employees follow safety protocols, work standards, and County policies.
7. Conducts regular inspections of roads, bridges, job sites, and completed projects to ensure compliance with specifications and quality standards.
8. Ensures proper use, maintenance, and repair of all road and bridge equipment; coordinates preventive maintenance and repair schedules.
9. Prepares, reviews, and submits operational, personnel, equipment, and performance reports to the County Commission as required.
10. Develops cost estimates, material needs, and manpower requirements for road and bridge projects.
11. Responds to citizen inquiries, concerns, and complaints regarding road conditions and department operations; investigates issues and implements corrective actions.
12. Coordinates with other County departments, utilities, vendors, contractors, and state or local agencies as needed.
13. Serves as lead decision-maker during emergencies such as severe weather events, road failures, or natural disasters.
14. Operates road maintenance and construction equipment when required, particularly during emergencies or staffing shortages.

Non-Exempt  
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Annual Salary:

15. Ensures compliance with applicable federal, state, and local laws, regulations, and safety standards.
16. Assists the County Commission with budget planning and resource allocation for the Road and Bridge Department.
17. Performs related duties as required.

#### Other Important Responsibilities and Duties

- a) Answers department phones and provides information, assistance, and direction to the public and County officials.
- b) Maintains accurate records related to personnel, equipment, materials, and projects.
- c) Attends meetings, training sessions, and professional development as assigned.
- d) Performs other duties as assigned by the County Commission.

#### QUALIFICATIONS

##### Knowledge of:

- Materials, methods, tools, and equipment used in road and bridge construction, maintenance, and repair.
- Departmental supervision, workforce management, and organizational practices.
- Safety regulations and best practices applicable to public works operations.
- Budgeting, reporting, and record-keeping related to road department operations.

##### Ability to:

1. Lead, supervise, and motivate employees effectively.
2. Plan, organize, and manage multiple projects simultaneously.
3. Make sound decisions under pressure and during emergency situations.
4. Communicate clearly and professionally with employees, County officials, contractors, and the public.
5. Read, interpret, and prepare reports, schedules, and work documentation.
6. Perform basic mathematical calculations including addition, subtraction, multiplication, and division.
7. Understand and follow oral and written instructions.

#### EXPERIENCE AND TRAINING GUIDELINES

High School Diploma and GED, Valid CDL driver's license. Previous experience in road maintenance, construction, and supervisory roles preferred.

#### WORKING CONDITIONS

##### Environmental Conditions

Work is performed primarily outdoors in extreme heat, cold, and varying weather conditions. May require extended or irregular hours, including nights, weekends, and

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emergency situations. Potential exposure to traffic hazards and environmental conditions associated with public works operations.

### Tools and Equipment

Knowledge and operation of all road and bridge construction and maintenance equipment.

### Miscellaneous Requirements

1. Must successfully complete pre-employment substance abuse testing and physical.
2. Will be subject to random substance abuse testing.
3. Will be subject to e-verify and background check.