



**BROOKS COUNTY BOARD OF COMMISSIONERS
QUITMAN, GA
POSITION ANNOUNCEMENT**

The Brooks County Board of Commissioners is currently accepting applications for the position of:

Road Foreman, Road Department, Brooks County, Georgia

Starting salary range: \$45,000-\$50,000 annually (Commensurate of Experience/Qualifications)

FLSA Status: Full Time / Exempt

The Brooks County Board of Commissioners is now accepting applications/resumes for the position of Road Department Foreman. Responsible for assisting in supervising responsibilities for all aspects of road maintenance and construction. Experience sufficient to thoroughly understand the diverse objectives and functions of the department and its subunits in order to successfully direct and coordinate work, usually interpreted to require three to five (3-5) years of related experience. Under the direct supervision of the Road Department Superintendent.

DUTIES AND RESPONSIBILITIES:

- Supervises a crew of Equipment Operators, and Truck Driver/Laborers engaged in the construction and maintenance of roads and bridges.
- Inspects work to ensure conformance with given standards and makes necessary adjustments in assignments and methods to correct deficiencies.
- Supervises and participates in the operation of department equipment including heavy and light equipment, trucks and other equipment and tools.
- Receives written or oral assignments, contracts the crew and collects necessary equipment, assigns work for each member of the crew, and instructs men in proper methods of work.
- Position is responsible for interviewing applicants, training, and evaluating personnel for department jobs. Responsible for training of personnel in personal safety in the workplace.
- Must be able to enforce and follow County policies and procedures.
- Coordinates schedules, vacation and sick leave.
- Has the willingness and flexibility to continually learn new regulations, procedures, equipment and systems and have the ability to train others.
- Has excellent problem-solving skills in stressful emergency situations and can react quickly and accurately to the situation.
- Can work in a supervisory capacity to build a knowledgeable team with a strong work ethic to meet department requirements and deadlines.
- Plans, directs, organizes, and coordinates work on roads and bridges, shop mechanics as it pertains to the maintenance of county vehicles and equipment.
- Assists in oversight to maintenance of buildings and plants.
- Should be comfortable speaking to members of the public in order to successfully accomplish conflict resolution.
- Attend meetings, workshops, and seminars to keep abreast of changing techniques pertaining to environmental issues, GDOT changes and guidelines.
- Position is expected to be available on an on-call, as needed basis, during adverse conditions, such as but not limited to floods, hurricanes, or when after hour support is not available.

- Should be technically adept with computers, smart phones and operation of various construction equipment and tractors.
- Remains available for after-hours emergencies.
- Perform other duties assigned.

MANAGER(S):

- This position reports directly to the Road Department Superintendent.

EDUCATION/MINIMUM QUALIFICATIONS:

- Associates Degree in related field, or a combination of college level education, certifications, and experience to perform the job.
- Three (3) years of Road Department/Construction/Roads and Bridge, and general public works experience related to the day-to-day operations of all work groups under the Road Department operations is highly desirable.
- A minimum of one (1) year must be in a public works supervisory capacity (Assistant Foreman, Supervisor, etc.).
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated, up to and including a CDL.
- Must be able to travel from place of residence to the Road Department Site within 30 minutes.
- United States citizenship.
- Must be at least 18 years of age.
- The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

OTHER REQUIREMENTS:

- Must have the ability to effectively operate and utilize a computer and any other Equipment/technology that is used to perform the essential duties and responsibilities of the job.
- Must be able to work longer hours on emergencies or projects as needed.
- Must be able to pass: Thorough background investigation; Medical and drug screening.

BENEFITS:

- After three (3) months, Employer provides full health and dental care (employee only paid, additional dependents paid by employee).
- After six (6) month probation, Employer will provide paid vacation, sick leave, and holidays.

Brooks County, Ga. is an equal opportunity employer that offers a healthy work environment and benefits. Full scope of position and application for employment can be found at <https://brookscountyga.gov/career-opportunities/apply>

Applications will be accepted by website submission, email, or mail (delivery of in-person applications are not permitted at this time) until the position is filled and should be presented to:

Brooks County Board of Commissioners
Attn: Kim Daniels, HR Coordinator
610 South Highland Rd. Quitman, GA 31643
kdaniels@brookscountyga.gov