



# Rock Island County

**Posting Open:**  
**1/10/18**

**Posting Closed:**  
**1/26/18**

**DEPARTMENT:**  
**Public Works Highway Dept.**

**JOB TITLE:**  
**Assistant Maintenance Foreman**

**JOB CLASSIFICATIONS:**  
**See Attachment**

**Salary: \$30/hour**

**40 Hours per week**

Please submit applications to:  
Rock Island County  
Attn: Public Works Highway Department  
851 10<sup>th</sup> Avenue W.  
Milan, IL 61264  
Or email to [jmassa@co.rock-island.il.us](mailto:jmassa@co.rock-island.il.us)  
Or fax to (309) 787-4680

**Visit [www.rockislandcounty.org](http://www.rockislandcounty.org) for blank application.  
A completed application must be submitted for consideration.**

# Rock Island County

## Job Description

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<b>TITLE:</b>	Assistant Maintenance Foreman
<b>DEPARTMENT:</b>	Public Works
<b>SUPERVISOR:</b>	County Engineer/Maintenance Foreman
<b>FLSA:</b>	Exempt
<b>EMPLOYMENT STATUS:</b>	At-Will

**SUMMARY:** Works proactively under general guidance of the County Engineer and/or the Maintenance Foreman within the Public Works Department. A primary function(s) of this position includes, but is not limited to: Assisting the Maintenance Foreman in the day to day operations of the department. In the absence of the maintenance Foreman, is responsible for directing the general maintenance of all County highways and the servicing and repair of the County owned equipment, tools and parts control and inventorying of all parts, tools and equipment. The Assistant Maintenance Foreman will also assist the Engineering department when necessary and time allows.

### **ESSENTIAL JOB FUNCTIONS:**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
  - On call 24 hours per day, frequently investigating road conditions during winter to determine the course of action for snow plowing activities.
- Assists in directing employees in roadside maintenance for all County highways, including but not limited to: culvert repair and replacement, mowing, weed spraying, ditch cleaning, grading and seeding, shoulder maintenance and repair, brush and tree cutting, highway striping, crack routing and sealing, asphalt or concrete patching, sign installation and inspection, guardrail repair, snow and ice removal, trash and dead animal removal, flagging for traffic control, material hauling and maintenance of levees:
  - Confer daily with the County Engineer and/or Maintenance Foreman to coordinate manpower and equipment needs.
  - Analyze and resolve work problems by assisting workers in solving problems that occur in the daily operations.
  - Suggest changes in working conditions, procedures and use of equipment to increase efficiency and reduce costs to the County and the department.
  - Instruct and advise all employees on equipment safety and operation. Maintain and update PPE hazard assessments on all equipment and jobs as per the Illinois Department of Labor.
  - Determine and assign snow removal routes to assure timely and effective snow control and drive snow removal equipment in the absence of workers.
  - Initiate or suggest plans to motivate workers to achieve work goals.
  - Complete and maintain daily time records to be turned in each day to the Administrative Assistant.
- Assist in maintaining records, files and adequate material supplies.
  - Records of all materials and the amount of time and equipment used on each operation.
  - Maintain Safety Data Sheet files and records in compliance with the Illinois Department of Labor.
  - Maintain files and records required by the Illinois State Fire Marshall for underground storage tanks.

- Supervision of all maintenance and repair of Public Works owned equipment and documentation of the work utilizing inventory management software.
- Supervise all large maintenance projects on site. Inspect job sites for safety, compliance, work completeness and progress.
- Complete J.U.L.I.E. locates as required.
- Maintain an efficient and up to date sign inventory program.
  - Routinely review Sign Department Daily Records and make any necessary changes/additions to the inventory.
  - Routinely review in-stock signs for bar codes and their inclusion in the inventory.
- Perform a variety of public relations functions including but not limited to handling citizen complaints, highway commissioners, the Sheriff's Department and media.
- Interpret County policies to workers and enforces safety regulations.
- Assists the Engineering department with various duties when necessary.
  - Perform inspection on county and road district projects for adherence to plans and specifications.
  - Review and issue access permits to County highways and inspect newly constructed entrances for compliance.
  - Complete traffic studies such as speed surveys and traffic counts.
  - Provide elevation information for specific locations by utilizing survey equipment.
  - Complete field inspection reviews.
- Each Rock Island County employee is responsible to engage in periodic activities that include, but are not limited to: (a) County-wide risk management/safety training, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets that prevents, reduces, or corrects safety hazards

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:**

- Moderate/high knowledge of local, State, and Federal laws and regulations, including IDOT regulations

**Ability to:**

- Maintain effective working relationships with other employees and the public.
- Communicate with, and respond pleasantly to, a demanding and diverse public.
- Work independently with minimal supervision and frequent interruptions.
- Work long shifts with little sleep for several consecutive days during snow plowing activities and/or emergencies.
- Read, interpret and communicate documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence.
- Calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Prioritize work tasks, and meet deadlines.

**Skills:**

- Must be able to communicate with the public and other employees in a professional manner.
- Effective planning and controlling of various projects, including meeting established budgetary requirements.
- Moderate level of computer skills including MicroSoft Word, Excel, inventory management software systems and fuel monitoring systems.
- Critical thinking using logic and analysis to evaluate options to various situations.

**MINIMUM QUALIFICATION REQUIREMENTS:****Education:**

- High school diploma or equivalent GED required.

**Experience:**

- Requires ten (10) years of experience with at least five years of highway maintenance and/or construction related work including at least one year of specialized equipment operations.
- Background in the repair and maintenance of roadway surfaces.

**Other Requirements:**

- On call 24 hours per day and handle emergency situations as they may arise.
- Possess a valid Commercial Driver's License (CDL) Class A.
- Possess (or obtain within one year of employment) a valid Pesticide Applicator license for General Standards and Right-of-Way pest control.
- Possess (or obtain within one year of employment) a UST A-B Operators License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of