



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: General Highway Foreperson
Jurisdictional Class: Competitive
Civil Division: County Highway Department
Adoption: CSM
Revised: CSM 5/13/86, 9/8/99, 12/14/05, 3/17/20

DISTINGUISHING FEATURES OF THE CLASS:

Supervises the activities of work crews involved in highway or bridge maintenance or construction work. These duties involve responsibility for the efficient and economical use of personnel, materials and equipment in the construction and maintenance activities of the County Highway Department. The work is carried out in accordance with established policy and procedures formulated by the County Highway Superintendent permitting some leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate Forepersons, Equipment Operators, and Laborers by a continuing check of the work in progress. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in planning maintenance schedules and workloads;
Reports to and confers with the County Highway Superintendent regarding the personnel and equipment necessary for maintenance projects;
Supervises and participates in the preparation and maintenance of activities costs, progress records and reports;
May be required to operate various types of road construction and road maintenance equipment;
Supervises the activities of subordinate Forepersons, Equipment Operators, and Laborers in the use of materials and equipment in the construction and maintenance of county highways and bridges;
Trains and assigns Equipment Operators and Laborers;
Reports to and confers with the County Highway Superintendent on unusual problems connected with construction or maintenance projects;
Coordinates the positioning of materials required for road maintenance activities;
Ensures called in service requests are inspected and the work to fulfill the request is scheduled and completed;
Coordinate with vendors for equipment and materials to fulfill road maintenance activities;
Coordinates with outside agencies and municipalities in the lending of equipment and personnel;
Schedules the transport of equipment for other agencies and municipalities;
May do other related work as directed by the County Highway Superintendent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of modern road construction and maintenance methods and procedures;
Good knowledge of the equipment, materials, tools, terminology and safety precautions used in road maintenance and in snow removal and ice control;
Good knowledge of the operation and maintenance of automotive equipment;
Ability to plan and supervise the work of others;
Ability to solve operating problems as they occur in the field;
Ability to secure the cooperation of subordinates;
Ability to understand and carry out complex oral and written directions;
Ability to prepare and maintain records and reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a two (2) year college or technical institute recognized by the New York State Department of Education with an Associate's Degree AND three (3) years of experience in the construction or maintenance of bridges or paved highways; **OR**
- (B) Graduation from high school AND five (5) years of experience in the construction or maintenance of bridges or paved highways, two (2) of which shall have been in a supervisory capacity; **OR**
- (C) Any equivalent combination of training and experience.

SPECIAL REQUIREMENT:

Eligibility for a New York State Commercial Driver's License (at least CDL Class B)