

February 22, 2016

Job Posting

Position: Foreman Department: Madison County Highway Dept.
Work Schedule: M-F 8:00AM to 4:00PM FLSA status: Non-Exempt
(Some evening and weekend availability is required)
Job Category: LTC (Labor, Trades, and Crafts)

Incumbent serves as Foreman for the Madison County Highway Department supervising department work crew operations.

Duties:

Supervises assigned work crew on a daily basis according to instructions from General Foreman, and monitors crew to ensure compliance with assigned instructions.

Assists General Foreman with investigation of County roads and right-of-ways; reports findings, as required. Maintains daily work sheet, reporting work accomplished to General Foreman, as required.

Assists in the necessary maintenance inspection of department equipment and vehicles.

Assists with directing on-the-job training of new employees as needed.

Disciplines and evaluates subordinate employees according to departmental policies and personnel regulations.]

Periodically may perform the duties of Truck Driver and Heavy Equipment Operator and/or laborer as situations require.

Acts as liaison between departmental General Foreman and subordinate employees, as needed.

On 24-hour call two weeks out of every six week period.

Performs related duties as assigned.

Requirements:

Qualified candidates must possess: a valid Commercial Driver's License and demonstrated safe driving record; a working knowledge and ability to operate all equipment and vehicles used by the department, including heavy trucks, graders, tractors, loaders, and related road construction and repair machinery, tools, and equipment; working knowledge of shop mechanics and ability to perform necessary inspections of related vehicles and equipment; knowledge of the basic operations of the department, and ability to properly assign manpower in response to Supervisor's instructions; ability to supervise, direct, and evaluate the work of subordinates; ability to give meaningful instructions, and effect proper training of personnel.

Job Descriptions available upon request.

Interested candidates should submit a completed application to:

Human Resources, 16 E 9th Street, Suite 101, Anderson, IN 46016 or
http://www.madisoncounty.in.gov/HR_Application.pdf

The deadline for submission is Friday, March 4, 2016

Madison County Government is an Equal Opportunity Employer