

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**FOREMAN**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to lead a crew of workers engaged in operating equipment and performing maintenance/construction work associated with various projects within an assigned department of the County. Duties and responsibilities include supervising work of assigned staff, organizing projects and work activities, planning equipment/materials needed for projects, operating and maintaining equipment/vehicles, performing maintenance/construction tasks relating to assigned department, or performing other tasks as assigned. Assignment to Highway Department reports to Highway Superintendent. Assignment to Solid Waste Department reports to Solid Waste / Landfill Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Leads a crew of workers in operating equipment and performing maintenance/construction work associated with various projects within an assigned County department, which may involve roadside/grounds maintenance, road surface construction, road maintenance, road sign production, solid waste operations, pipe installation, or other projects/activities.

Provides direction, training, and assistance to employees; coordinates daily work activities; organizes and prioritizes workload; makes work assignments and evaluates work; monitors status of work; troubleshoots problem situations.

Coordinates, prioritizes, and oversees projects; determines and coordinates necessary equipment, materials, and manpower to conduct projects; monitors status of work in progress and inspects completed work; dispatches crew members, vehicles, or equipment to work sites as needed; responds to problems or emergency situations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; monitors safety of crew in high-traffic areas; follows safety procedures and utilizes safety equipment; initiates any actions necessary to correct deviations or violations; reports accidents and incidents.

Supervises and assists with operation of various equipment, vehicles, machinery and tools, which may include a utility truck, bulldozer, rock crusher, transport trailer, track loader, scraper, roll-off hoist, front-end loader, dump truck, rear dump truck, skid-steer loader, tanker truck, water truck, water pump, paver, roller, packer, grader, loop, backhoe, compactor, tractor, bush hog, mower, weed eater, brush chipper, welder, torch, grinder, sign machine, sign production materials, air/hydraulic tools, air compressor, air wrench, tire hammer, tire tools, chain saw, generator, pick ax, post hole digger, pile driver, shovel, rake, mechanic tools, carpentry tools, or two-way radio.

Supervises and assists with hauling, transport, loading, and/or unloading of various equipment, asphalt materials, rock, refuse, or other materials used in projects or at work sites; monitors status of materials under transport and retrieves any fallen debris/materials; coordinates transportation of employees, inmates, or other workers to/from work sites.

## **Rutherford County, Tennessee • Foreman**

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Supervises and assists in performing various tasks associated with road surface construction, road maintenance/repair, or other projects, such as paving roads, rolling/packing pavement, grading roads/surfaces, patching/repairing roads, applying asphalt to road surfaces, pushing/loading road earth/rock, repairing driveway entrances, shoveling rock/dirt, spreading road mix and asphalt materials, testing quality of road mix, looping road mix, spreading salt, spreading ground materials, digging holes/trenches, or shoveling materials.

Supervises and assists in performing general/manual work tasks associated with various department projects, which may include mixing concrete, pouring concrete, installing door hinges/hardware, repairing fences and mailboxes, placing/retrieving signage, loading/unloading trucks, lifting/moving heavy materials, or flagging traffic.

Inspects/monitors departmental machinery and equipment to ensure safety and proper working conditions; supervises and assists in performing general cleaning/maintenance tasks necessary to keep tools/equipment in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, replacing parts, changing tires, sharpening blades, washing/cleaning vehicles and equipment, or cleaning shop/work areas; reports faulty equipment and coordinates necessary repairs.

Monitors inventory levels of department equipment, tools, parts, and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates requests for new/replacement materials.

Prepares or completes various forms, reports, correspondence, schedules, accident/injury reports, vehicle maintenance reports, inventory records, or other documents.

Receives various forms, reports, correspondence, time cards, work orders, maintenance records, receipts, invoices, diagrams, policies, procedures, maps, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Maintains a current knowledge of applicable regulations, standards, specifications, procedures, or other guidelines; reads professional literature; attends workshops and training sessions as appropriate.

### **Assignment to the Solid Waste Department may involve the following additional functions:**

Supervises and assists in performing various tasks associated with solid waste disposal or related projects, such as planning route/schedule for pickup of trash from receptacles, emptying trash dumpsters, transporting refuse in trash dumpsters or trash compactor bins from solid waste convenience centers, schools or other locations, cleaning areas around trash bins/compactors, assisting the public with disposal of refuse, or directing separation of disposable/non-disposable materials.

Supervises and assists in performing various tasks associated with operating solid waste convenience centers, such as dispatching drivers, directing drivers in picking up overflowing waste containers at convenience centers or county schools/offices, implementing preventive maintenance program for equipment to reduce downtime and repair expenditures, monitoring waste disposal and takes corrective actions to avoid threats to environment and/or regulatory enforcement action, or coordinating roll-off activities.

Assignment to the Bush Hogs Crew within the Highway Department may involve the following additional functions:

Supervises and assists in performing various tasks associated with grounds maintenance or roadside maintenance, such as mowing grass/weeds, edging landscaped areas, cutting down and removing trees/shrubs, cutting tree limbs, trimming shrubs and hedges, spreading grass seed, removing debris from ditches and right-of-ways, picking up debris/litter, spreading ground materials, digging holes/trenches, or shoveling materials.

Assignment to the Ditch Crew within the Highway Department may involve the following additional functions:

Supervises and assists in performing various tasks associated with pipe installation or related projects, such as installing pipe, digging ditches, cleaning out ditches, or preparing roads for paving.

Assignment to the Sign Shop within the Highway Department may involve the following additional functions:

Supervises and assists in performing various tasks associated with production/installation of road signs (such as stop signs, speed limit signs, street identification signs, or directional signs), which may include determining signs needing repair/replacement, organizing and preparing materials utilized in sign production, designing and laying out signs, pressing/rolling sign materials, cutting and applying sign letters, fabricating metal signage, affixing signs to posts, installing/replacing signs at proper road locations, repairing or straightening damaged signs, cleaning and maintaining signs, digging hole/trenches, shoveling materials, lifting/moving heavy materials, or flagging traffic.

## **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in equipment operation and specialized construction/maintenance work in area of assignment; supplemented by three (3) years previous experience and/or training that includes basic supervision, equipment operation, and construction/maintenance work in area of assignment (such as roadside/grounds maintenance, road surface construction, road maintenance, road sign production, solid waste operations, or pipe installation); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license with appropriate endorsement(s). Operation of heavy equipment requires possession and maintenance of a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

#### **PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Inspect trucks, inventory

**Surface:** Smooth to rough

**Estimated Total Hours:** 6 **Maximum Continuous Time:** 1

**2. SITTING**

**Tasks:** Driving

**Estimated Total Hours:** 2 **Maximum Continuous Time:** 45 minutes

**3. LIFTING/CARRYING**

**Objects:**

<b>Weight</b>	<b>Hourly</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs</b>	X				
<b>11-25 lbs</b>	X				
<b>26-50 lbs</b>		X			
<b>51-75 lbs</b>				X	
<b>76-100 lbs</b>				X	
<b>&gt;100 lbs</b>					X

**4. PUSHING/PULLING**

**Objects:** Parts and supplies  
**Height of hands above floor during push:** 3-4 feet

**5. CLIMBING**

**Tasks:** Inspecting and repairing equipment  
**Device:** Equipment  
**Height:** 6 feet  
**Frequency:** Daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Inventory, inspection, repairs  
**Frequency:** Hourly

**7. REACHING**

**Hands Used:** RIGHT    LEFT    **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Hourly	2 minutes	30 lbs
21-36"	Both	Daily	2 minutes	30 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	40 % of time
Outside	60 % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. HAND USE**

Type of Use	Yes	No	Frequency
<b>Keystrokes</b>		X	
<b>Grasp</b>	X		Hourly
<b>Fine Motor i.e.: writing, twisting hands or wrist, etc</b>	X		Hourly



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date