

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
10B**

**DATE LAST PRINTED:
July 19, 2007**

JOB TITLE: ASSISTANT FOREMAN

A02N

Summary of Responsibilities

Under the supervision of the Highway or Maintenance Foreman, is responsible for assisting the foremen in the supervision of highway maintenance crews.

Illustrative Examples of Work

1. Assists in setting up jobs and the supervision of road crews.
2. Reviews work of crews.
3. Patrols County highways roads as requested to check for needed patching, sealing, and other needed repairs.
4. Performs other duties as assigned or required.

Education

-Graduation from high school or GED.

Experience

-Four years of highway maintenance construction work.

Abilities

- Knowledge of highway maintenance standards.
- Requires working knowledge of occupational hazards and precautionary measures applicable.
- Ability to supervise others.
- Ability to maintain and establish effective working relationships.
- Ability to pass a physical examination.