



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Maintenance Foreman
Department: Public Works
Classification: Grade 12
Reports to: Maintenance Superintendent
Supervises: Yes
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM
Telecommute: Not Available
Union: Yes
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 11/2024

Nature of Work:

This position is responsible for organizing, managing, and coordinating all labor, equipment and materials needed for the Public Works maintenance program. Assists in maintaining and managing the infrastructure of Morrison County, provides input in the capital equipment program and assists in reporting requirements of the department.

Communicates with:

Internally – All Public Works staff.
Externally – Vendors, government agencies and public.

Supervision:

Labor Foreman
Seasonal Maintenance Technicians
Little Falls Maintenance Technicians

Essential Work Functions:

- Directs maintenance staff prioritizing and assigning work to ensure accurate, efficient, and cost-effective completion of projects and snow and ice control operations.
- Provides oversight in conducting maintenance projects assuring engineering standards and project requirements are met in the completed work.
- Supports the Maintenance Superintendent in responding to emergency maintenance conditions and snow and ice control operations.
- Ensures staff is trained, employees follow policies and procedures, maintaining a healthy and safe working environment and assists in making hiring, termination, and disciplinary recommendations.
- Assists and may operates equipment during winter storms and summer emergencies.
- Provides input on capital equipment program and required maintenance.
- Manages and completes various reports and reviews documents, including truck and trailer inspection sheets, safety data sheets, time cards, inventory sheets, maps, material safety data sheets, vehicle repair sheets, inventory sheets, load sheets, fuel consumption sheet, job evaluation reports, hazardous chemical safety program reports, accident reports, injury reports, disposal and incident response forms, and vehicle maintenance reports.
- Attends and participates in safety, competent person, work zone, fire, first aid, CPR and other job-related workshops, seminars, and trainings.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Highschool diploma or GED
- Seven (7) years of relevant experience, including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Class A Commercial Driver's License and tanker endorsement.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and job-related software.
- Understanding of the organization's goals and objectives.
- Ability to interpret and follow technical guidance and regulatory manuals.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills and attention to detail.
- Ability to work early morning starts, extended hours and being called for unscheduled work.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.

Ability to follow and enforce policies and procedures, including established departmental dress code and safety requirements.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry		X		
Talking, hearing				X
Close and distance vision				X
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions				X
Atmospheric Conditions				X
Travel				X
Hazardous materials			X	
Extreme temperatures			X	
Environmental				X
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____