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Job Title: Labor Foreman  
Department: Public Works  
Classification: Grade 8  
Reports to: Maintenance Foreman  
Supervises: Yes  
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM  
Telecommute: No  
Union: Yes  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 01/2025

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### **Nature of Work:**

This position assists in organizing, managing, and coordinating the Public Works Pierz maintenance staff. Additionally, performs the maintenance of roads, bridges, parks, trails, and county owned facilities. This position works independently or as part of crew and is responsible for carrying out specific duties of the Morrison County Public Works Department.

### **Communicates with:**

Internally – All Public Works staff.  
Externally – Public

### **Supervision:**

Pierz Maintenance Technicians

### **Essential Work Functions:**

- Assists in directing staff to include prioritizing and assigning work; ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment.
- Manages daily reports, safety procedures, keeping inventory on materials, and equipment for daily use.
- Operates heavy and light equipment performing snow and ice removal in an efficient and safe manner.
- Operates a variety of light, medium, heavy, and specialized equipment engaged in the construction, maintenance, and repair of county infrastructure.
- Performs various manual tasks related to highway maintenance such as graveling roads, shouldering, crack sealing, cleaning ditches, patching bituminous and concrete surfaces, mowing, hauling culverts, maintaining culverts and bridges, repairing storm damage, installing and removing snow fencing, loading and distributing fill, repairing guard rails, repairing railroad crossings, picking up rocks, repairing gravel washouts, cleaning roads, and loading gravel.
- Performs and participates in traffic control work zone operations, including placing, moving, and removing signs and barricades, flagging.
- Performs preventative equipment and building maintenance; washes trucks and equipment; cleans and maintains facilities and equipment; assists in the mechanical repair of facilities and equipment; performs checks of equipment's oil, water, and air levels.
- Completes various reports and reviews documents, including truck and trailer inspection sheets, safety data sheets, timecards, 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:**

- Requires a High School Degree of GED
- Five (5) years of relevant 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.
- Understanding of the organization's goals and objectives.
- Follows workplace safety rules and notifies management of observed risks in a timely manner.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and related software programs.
- Ability to supervise staff.
- Good interpersonal skills.
- Highly self-motivated and directed.
- Ability to work early morning starts, extended hours and being called for unscheduled work and
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to follow policies and procedures, including established departmental dress code and safety requirements.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

**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: \_\_\_\_\_