

**APPANOOSE COUNTY SECONDARY ROAD DEPT.**  
**Job Description**

**JOB TITLE: Crew Foreman**

**Exempt (Y/N):** No

**JOB CODE:**

**SALARY LEVEL:** \$28.00/HR with \$0.50 increase per year for 2 years, plus any cost-of-living increases

**DIVISION:** MAINTENANCE

**LOCATION:** 1200 Hwy 2 West

**DEPARTMENT:** SECONDARY ROADS

**SUPERVISOR:** ROAD SUPERINTENDENT

**DATE:** 3/20/2026

**APPROVED BY:** Bradley J Skinner

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**SUMMARY:** Supervises and coordinates activities of workers engaged in cleaning and maintenance of roads bridges culverts and grounds by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates excavator used to install culverts, grades ditches and slopes, pavement repair, etc. Inspects work areas to determine type of work required and materials and equipment to be used. Coordinates with adjacent property owners, One-Call, involved jurisdictions, etc., for the successful prosecution of work.
- Directs workers in projects such as construction of ditches roadways and grading drainage areas. For the construction and repair of culverts, bridges, and roadways.
- Must be able to operate equipment such as bulldozers, dragline and graders, and train workers in equipment operation.
- Prepares/evaluates production schedules and estimates worker hour requirements for completion of job assignment
- Interprets company policies to workers and enforces safety regulations.
- Interprets job orders to workers and assigns duties.
- Establishes or adjusts work procedures to meet production schedules.
- Recommends measures to improve production methods, equipment performance, and quality of product.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintains time and production records. Confers with other Foremen, Engineering Staff and project supervisors to coordinate activities of individuals and departments.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

Drives snow removal equipment, consisting of Motor Grader, or truck equipped with adjustable snowplow or blower unit and spreader. During winter months may have to install, remove, and store tire chains weighting as much as 230 lbs

Performs activities of workers supervised.

**SUPERVISORY RESPONSIBILITIES:**

Manages 4 To 23 sub-ordinates employees on the BRIDGE CREW and/or CULVERT CREW. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1 CREW FOREMAN**

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Drivers license: Iowa Class "A" w/air brakes

This employee shall be insurable by the County Liability and Workers Compensation insurance carrier

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move more than 50 pounds, and occasionally lift and/or move up to or exceeding 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts; in high, precarious places; and with explosives and is frequently exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, and risk of radiation.

The noise level in the work environment is usually loud.

Surface types: Concrete, earth, grass, granular, and metal.

Terrain types: Various (smooth to ruff)

Hand Controls: both hands

Foot Controls: both feet

**PROTECTIVE CLOTHING AND PERSONAL DEVICES:** Earplugs, Goggles or safety glasses, Hard Hat, Gloves, Safety Shoes

**MACHINES, TOOLS, EQUIPMENT, & WORK AIDS USED (but not limited to):** Motor Grader, dragline, bulldozers, tractor, truck, shovel, chain saw, tire chains, large knife, sledge hammer, wrench (hand & power), grease gun, and misc. hand tools.

**DEFINITION OF: PHYSICAL DEMANDS/WORKS ENVIRONMENT**

## **2 CREW FOREMAN**

Regularly = 67%+  
Frequently = 34% to 66%  
Occasionally = 0% to 33%

**3 CREW FOREMAN**