

# Job Description: Road Department Foreman

Graves County Fiscal Court / Road Department (Graves County,  
Kentucky)

**Address:** 1102 Paris Road, Suite 2, Mayfield, Kentucky 42066

**Phone:** (270) 247-3626

## Position Summary

The Road Department Foreman plans, assigns, and supervises daily road and bridge maintenance, repair, and construction activities for Graves County. This role leads field crews, coordinates equipment and materials, enforces safety requirements, and ensures work is completed efficiently and in compliance with County policies, applicable state and federal regulations, and accepted highway maintenance practices.

## Reporting Relationships

- **Reports to:** Graves County Judge/Executive
- **Supervises:** All Road Department personnel including but not limited to administrative, road crew members, equipment operators, seasonal/temporary employees and contractors as assigned
- **Works with:** Fiscal Court officials, other County departments, utilities, vendors, and the public

## Essential Duties and Responsibilities

- Plans, schedules, and directs day-to-day road, right-of-way, drainage, and bridge/structure maintenance and repair work, including grading, ditching, mowing, brush removal, graveling, patching, paving support, culvert work, and signage.
- Assigns crews and equipment; provides clear work instructions; monitors progress, quality, and productivity; adjusts plans for weather, emergencies, and changing priorities.
- Leads and participates in field work as needed; operates light/heavy equipment when required and qualified.

- Conducts job site safety briefings; enforces safe work practices and traffic control standards; investigates incidents/near misses and completes required reports.
- Inspects roads, work sites, and completed work to ensure specifications, workmanship, and safety expectations are met; identifies hazards and maintenance needs.
- Coordinates with utilities and contractors regarding permits, right-of-way access, traffic control, and restoration.
- Assists with winter weather operations (snow/ice treatment) and storm response; supports emergency/disaster operations as directed.
- Requests/coordinates materials, equipment, parts, and rentals; maintains inventory awareness for common items (aggregate, pipes, signs, fuel, etc.).
- Completes and submits work documentation such as daily activity logs, timesheets/crew reports, equipment usage, material tickets, and basic cost tracking, in accordance with County procedures.
- Responds professionally to citizen inquiries and complaints; documents concerns and coordinates follow-up consistent with department direction.
- Promotes and supports preventative maintenance of vehicles and equipment; reports defects; coordinates repairs and ensures equipment is properly cleaned, serviced, and secured.
- Performs other related duties as assigned.

## Supervisory Responsibilities

- Provides training, coaching, and directions to assigned staff; reinforces proper methods for equipment operation, maintenance activities, and safe work practices.
- Assists with employee onboarding, performance feedback, and discipline documentation in accordance with County HR policies and supervisory direction.
- Helps maintain adequate staffing by communicating scheduling needs, leave coverage, and overtime requirements.

## Required Qualifications

- High school diploma or GED (or equivalent combination of education and experience).
- Progressively responsible experience in road maintenance, construction, or related public works work.
- Demonstrated ability to lead a crew, plan daily work, and maintain safe operations in a field environment.
- Working knowledge of road maintenance methods, basic surveying/grade concepts, drainage principles, and traffic control practices.

- Ability to read and interpret work orders, maps, basic plans, and material tickets; ability to maintain routine records and reports.
- Valid Kentucky driver's license and **Commercial Driver's License (CDL)**; must be insurable under the County's vehicle insurance requirements.
- Ability to work outdoors in all weather conditions and respond to emergencies, including nights, weekends, and holidays as needed.

## Preferred Qualifications

- Experience supervising public-sector road crews and/or coordinating contractors.
- Training or certifications in flagging/traffic control, work zone safety, first aid/CPR, equipment operation, or incident command.
- Familiarity with Kentucky Transportation Cabinet (KYTC) specifications and commonly used county road maintenance standards.

## Knowledge, Skills, and Abilities

- Strong safety mindset with the ability to identify hazards, apply controls, and enforce safe work practices.
- Ability to plan, prioritize, and coordinate multiple work activities and crews.
- Practical understanding of heavy equipment capabilities and limitations (e.g., motor graders, dozers, excavators, loaders, dump trucks, rollers, tractors, mowers).
- Skill in communicating instructions clearly, resolving routine conflicts, and interacting professionally with the public.
- Ability to estimate material quantities and equipment needs for common maintenance tasks.
- Basic computer/technology skills for timekeeping, email/communications, and reporting (as required by County systems).

## Physical Demands and Work Environment

- Work is performed primarily outdoors around roadways, construction zones, and heavy equipment; exposure to heat, cold, rain, snow/ice, mud, dust, noise, vibration, traffic hazards, and uneven terrain is expected.
- Position requires frequent standing, walking, bending, climbing in/out of equipment, and use of hand tools.
- Must be able to lift/carry up to 50 pounds (with or without reasonable accommodation) and perform physically demanding tasks for extended periods.

- Must be able to wear required personal protective equipment (PPE) and follow traffic control and safety requirements.

## Work Schedule and On-Call Requirements

The Graves County Judge/Executive and the Graves County Fiscal Court establish typical work hours. This position may require overtime and on-call response for emergency events, storm damage, winter weather operations, and other time-sensitive road issues, including nights, weekends, and holidays.

## Licenses and Certifications

- **Required:** Valid driver’s license and **Commercial Driver’s License (CDL)**.
- **Additional training may be required:** Work zone traffic control/flagging, first aid/CPR, and other safety or equipment-related training based on assigned duties.
- Bridging 101 and 102

## Classification (County Use)

<b>Employment status</b>	Full-time (salaried)
<b>FLSA status</b>	Exempt (salaried) (confirm with HR)
<b>Pay grade/range</b>	
<b>Department</b>	Road Department
<b>Location</b>	Graves County, KY
<b>Date approved / revised</b>	

## Equal Opportunity and Disclaimer

Graves County is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by law.

This job description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities, or qualifications. Graves County reserves the right to modify, add, or remove duties and to assign other duties as necessary.

