

**Wheatland County
Job Description**

Position: Grade Foreman
Reports to: Construction Foreman

Purpose of the Position:

The Grade Foreman is a leader on the Construction Crew and is responsible for the day to day operation of the dirt moving equipment on that crew.

Typical Duties & Responsibilities:

1. Set up grade stakes as required.
2. Keep time sheets and weekly reports.
3. Monitor culverts and installation.
4. Monitor day to day activities of the dirt moving equipment.
5. Operate heavy equipment as required.
6. Notify Construction Foreman or Shop Foreman of any necessary repairs.
7. Practice workplace safety.

Working Conditions:

1. This is a physically strenuous position which involves working in all types of weather; therefore the employee must be in excellent physical condition.
2. Hours of work during the construction season are: Monday to Friday 6:30 AM to 5:30 PM.
During winter months, the hours are: Monday to Friday 8:00 AM to 4:30 PM.
3. Extra hours will be required from time to time.

Job Specifications:

1. Physically fit and in good health.
2. Requires Class 3 license with Q endorsement.
3. Must be able to operate grade lasers.
4. Must be able to read road profiles.
5. Must be able to operate Cat D6, Cat 627 Scraper, and Cat 14 grader.
6. Must have basic knowledge of OH&S guidelines.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add to or change the duties of the position at any time.

DECLARATION:

I hereby certify that I have read this description, and that I accept it as being a true representation of the typical duties and level of responsibilities assigned to the position of Grade Foreman.

Date

Signature