



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 01/01/2005;01/01/06,01/01/07*

JOB TITLE: Foreman

DEPARTMENT: Public Works South District  
 Roads & Bridges

FLSA Status: Non-Exempt

HOURS:

SALARY RANGE: \$14.15 - \$21.28 / hour

LEVEL: 17

Supervises work crew performing a specialized area of the function in road maintenance and construction, bridge maintenance, drainage, grounds-keeping and maintenance.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises the work of a crew of equipment operators or laborers in the areas of road maintenance and construction; bridge maintenance and repair; drainage; grounds-keeping. Evaluates performance of subordinates. Recommends new hires, promotions and other personnel actions.
- Reviews work in progress and ensures projects are completed in a safe and timely manner. Ensures proper and adequate materials are available.
- May perform the tasks of subordinates; Drives, operates, maintains and adjusts various equipment such as motorized goad grader, road-rollers, tractors, asphaltting machine backhoe, front-end loader, mowers, dump-trucks, and may operate smaller or less complex equipment as needed.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.
- Coordinates work performed with the public.

**QUALIFICATIONS**

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of related experience or four (4) years as a Special Equipment Operator and one (1) year supervisory experience is preferred.
- Must possess a valid "Class A" Commercial Drivers License.

**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 will work in inclement weather, be required to bend, stoop, kneel, reach; and to lift at least fifty (50) pounds.