

# Job Description



## Foreman

Department: Highway  
Reports to: Operation Manager  
Grade/Wage: Starting at \$27.10 per hour  
FLSA Status/Hours: Non-Exempt, 40 Hours per week  
Revised: 2/2026

### Summary

This position is responsible for supervising, inspecting, laying-out, and participating in the work of crews engaged in paving projects and construction projects undertaken by the County. As Foreman this position is responsible for directing construction/maintenance operations on State and County trunk highways and local roads including, but not limited to, traffic control, brushing, patching, crack sealing and culvert pipe installation and paving; supervising daily maintenance/greasing and monitoring needs for repair and or service on equipment. Foreman will help instruct employees in the proper operation, safety, and maintenance of Highway Department equipment. Participate in scheduling crews and equipment necessary to complete assigned projects in a timely and efficient manner. Shall perform any other duty, as assigned by the Highway Commissioner.

### Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Supervise, schedule, the daily operations of all assigned employees and equipment utilized in road construction/maintenance on State and County trunk highways and local roads, including but not limited to: Traffic Control per Wisconsin DOT Construction Manual and MUTCD, preparation of sub-grade including construction, excavation of deleterious materials and placement of borrow. Placement of gravel, topsoil, seeding and erosion control, preparation of surface materials (fine grading) for asphalt pavement. Installation of catch basins and culvert pipe. Brushing, mowing, asphalt patching, crack sealing and asphalt paving.
- Participate in preparing project estimates by calculating time, equipment, and material costs needed to complete.
- Keep accurate records of quantities of material, hours of equipment, and hours of employee's labor for each project.
- Construction stake projects to assure proper location and grades.
- Oversight of pit operating inventory: load out of aggregates, dumping of salvage materials, stripping of overburden and adherence to safety requirements.
- Supervise and perform field repair and maintenance service on equipment and work with the Shop Superintendent on major repairs.
- Construction Foreman will help instruct employees in the proper operations, safety, and maintenance of Highway Department equipment.
- Required to plow snow, will have assigned plow route to maintain.

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- Coordinate, participate in, and direct employees to comply with safety requirements associated with construction/maintenance operations. This includes making sure that employees supervised by this position wear the provided personal protective equipment.
- May be called upon to supervise, inspect, layout, and participate in the work of crews engaged in the production of salt sand.
- Respond to emergency calls 24/7 as necessary.
- Rotating schedule of weekends on call.

## 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

- Valid WI driver's license and CDL license with A or B endorsements.
- High school graduate or equivalent.
- Must have training and working knowledge of material types and composition, operation of heavy equipment, road construction, and a minimum of three (3) years of experience in road construction and maintenance activities; and other related work, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Preferred Qualifications:

- Technical/vocational degree in construction management with two (2) years of supervisory experience in roadway construction/maintenance, or heavy equipment operation.

## Knowledge, Skills, and Abilities

- Working knowledge of road construction and maintenance processes.
- Ability to use/ learn to use equipment and tools of the type utilized by the Highway Department for highway and road construction.
- Ability to utilize advisory data and information such as equipment operation and maintenance manuals.
- Ability to use wrenches or tools needed in the service of machinery and equipment.
- Ability to understand and follow oral and written instruction.
- Ability to exercise good judgment.
- Ability to organize work and develop work procedures with minimum supervision.
- Maintain confidentiality.
- Ability to prepare and maintain records.
- Ability to perform basic mathematical functions.

## Technological Skills

Working knowledge of Windows and Microsoft Office Suite.

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## Physical Demands

The physical demands described herein 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 regularly required to talk or listen. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. The employee must have the ability and stamina to travel long distances on foot over sometimes difficult terrain in all types of weather.

## Work Environment

The work environment characteristics described herein 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 often works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment will range from quiet to moderately loud.

## Acknowledgement

Langlade County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Typed Name

Signature

Date