

## WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 03/27/2025 Weekly Agenda Date: 04/01/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Laura Sievers, PE, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consideration of adding a Mechanic Foreman to the Secondary Road Staff

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

Secondary Roads needs a mechanic to get its outside labor and parts costs to a reasonable costs.

**BACKGROUND:**

As of the end of February, Secondary Roads has spent \$158,743.85 on outside labor to repair the Departments essential equipment. The parts in those repairs as of the end of February are at \$247,276.25. That puts those items 198% and 124% over budget in this fiscal year. In the last fiscal year, outside labor totaled was \$222,600.70 and parts totaled \$354,035.87.

**FINANCIAL IMPACT:**

None. Currently, Secondary Roads has an engineering technician position available. This position would be delayed and the Mechanic Foreman position would be in replacement.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes ☐ No ☐

**RECOMMENDATION:**

Recommend the Board to approve the Mechanic Foreman position

**ACTION REQUIRED / PROPOSED MOTION:**

Motion for the Board Chair to approve the new Mechanic Foreman position and direct Secondary Roads to initiate the advertising for this position

**WOODBURY COUNTY  
JOB DESCRIPTION**

**Name:** \_\_\_\_\_  
**Title:** Secondary Roads Mechanic Foreman  
**Effective Date:** March 2025

**Department:**  
**FLSA Designation:**  
**Reports to:**

**County Secondary Roads  
Exempt  
County Engineer**

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**Purpose:**

Responsible and accountable for the safe, efficient and effective use, general maintenance, and significant repair of County Secondary Roads Equipment under the direct authority of the County Engineer and/or Assistant to the County Engineer/Engineering and Operations.

**Essential Functions and Responsibilities:**

**The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Responsible for the direction, control, and organization of all road equipment within the Department
- Coordinates equipment maintenance workflow and assigns all work within scope of responsibility
- Coordinates with District Foremen the utilization of personnel and equipment for equipment repairs
- Responsible for training of new employees on equipment maintenance and repairs
- Responsible for keeping accurate records of repair of equipment, tools, and buildings to provide input for improving services, specifications, and purchasing of supplies
- Employee is required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours
- Supervise and coordinate the activities of Secondary Road equipment to ensure efficient workflow; monitor work quality and ensure adherence to maintain a healthy equipment fleet
- Manage equipment repair timelines, ensuring that all tasks are completed on schedule and within quality expectations
- Lead regular equipment fleet meetings to discuss progress, address challenges, and promote open communication among staff; implement process improvement initiatives to enhance productivity
- Collaborate with County Engineer and District Foreman to align equipment operations with Secondary Road goals
- Diagnose equipment malfunctions to determine if parts or systems are worn, broken, improperly adjusted and need to be repaired or replaced; uses technical manuals to determine tolerances, assemblies and related standards
- Uses shop tools and equipment including but not exclusive of drills, grinders, micrometers, reamers, realignment, and grinding machines to make necessary repairs to valves, gears, inserts, pistons, pumps, generators, alternators, injectors, brakes, steering, suspension, radiators, tires, transmissions and related parts and systems
- Uses welder and cutting torch to modify equipment and fabricate parts; work on truck bodies; installs lights, radios, mirrors and related parts; repairs and replaces jacks, pumps, cylinders, chainsaws and related power-driven equipment owned and operated by Woodbury County
- Supervises the Secondary Road employees to ensure the proper servicing and repair of County vehicles and equipment, including the use of hand and mechanical tools
- Provides technical assistance to motor grader and equipment operators on operating, servicing, repairing, and preventative maintenance on their assigned equipment
- Using GPS program to maintain GPS sensors and modems installed on County equipment, coordinating any GPS issues with County's GPS vendor
- Maintains County equipment records; maintaining supplies and inventory for the Secondary Road Department; maintaining purchase orders, job materials supplies, parts pickup and delivery, SDS sheets for each shop
- Assists the County Engineer and District Foreman in preparing specifications for new equipment
- Responsible for ensuring all staff are using appropriate personal protective equipment, following proper procedures, and performing equipment repairs and maintenance tasks in a safe manner
- Operates all equipment and vehicles and hauls equipment including, but not limited to automobiles, pickups, single and tandem axle dump trucks, bulldozers, end loaders, excavators, motor graders, tractors, skid steers and mowers; some of which may be equipped with snow removal equipment
- Responsible for employee training and supervision of safety activities and operation of equipment
- Responsible for evaluations of equipment operators/employees for that district equipment operations
- Responsible for safety training and films for all Secondary Road equipment
- Under the direction of the County Engineer or designee, performs a variety of duties involving public relation and information duties with the public especially the traveling public, vendor mechanics and vendors

**Non- Essential Functions and Responsibilities:**

- Performs various other duties relating to scope of responsibility as assigned by County Engineer, Assistant to the County Engineer, and District Foreman

**Minimum Education and Experience Required to Perform Essential Functions:**

- Knowledge of heavy construction and maintenance equipment
- The ability to maintain effective working relationships with fellow employees, department staff and the public
- Ability to read and follow oral and written instructions both in repair work
- Able to work independently and supervise Secondary Roads employees with general equipment maintenance

**County Secondary Roads Mechanic Foreman Position Description 2025**

- Basic mathematics (addition, subtraction, multiplication, and division) in making cost estimates, keeping inventory, ordering parts and tracking maintenance costs
- Ability to understand and follow oral and written instructions to communicate these instructions to foremen and other county employees; ability to establish and maintain effective working relationships with employees
- Ideal candidate will possess a blend of technical expertise and leadership skills to drive operational success and foster a collaborative work atmosphere
- Possess effective leadership skills to effectively plan, assign, supervise and direct the work of others
- Ability to effectively utilize basic computer functions such as (Microsoft Office, web-based applications) and other programs as needed
- Must possess basic computer and general office equipment knowledge
- Ability to determine priorities and schedule and assign work to meet departmental objectives
- Knowledge and ability to interpret and enforce OSHA requirements and internal safety policies and procedures
- Knowledge of appropriate uses of various light and heavy equipment including, but not limited to motor grader, heavy truck, back-hoe, end-loader, scraper, snow removal equipment, skid steer, and bulldozer
- Ability to maintain accurate records for personnel functions, inventory and equipment
- Ability to meet stressful project deadlines and make abrupt changes in priorities
- Ability to establish and maintain effective work relationships using tact and courtesy with all levels of elected officials, employees, agencies, members of the public, outside contractors, Department of Transportation, and vendors
- Must possess effective communication skills including written, verbal and listening skills
- Must have the ability to use independent judgment and work under pressure, to work independently without direct supervision and must be capable of taking initiative in resolving problems and completing projects
- Must have the ability to follow oral and written instructions in detail, with accuracy
- Knowledge of State and County requirements for the maintenance, repair and upkeep of Secondary Roads equipment
- Knowledge of all types of heavy equipment and tools used in roads maintenance and applications to specific problems
- Knowledge of all safety practices and regulations relative to scope of responsibility
- Knowledge of the principles of supervision and effective human relations
- Ability to effectively communicate with others
- Ability to compute and effectively prepare a variety of equipment operating reports and forecasts
- Knowledge of computer applications for communication, inventory, and cost reporting
- Ability and knowledge in interpretation of blueprints, cross-sections, and various road or road structure specifications
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment
- High school diploma or equivalent with a Technical Degree in diesel mechanics and five years supervisory or management experience or equivalent experience in mechanics in lieu of a technical degree
- Must maintain an Iowa Commercial Driver's License (CDL Class A), with air brakes and tractor trailer certification

#### **Mental and Physical Competencies Required to Perform Essential Functions:**

##### **Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, equipment manuals, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English.

##### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

##### **Behavior Skills**

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

##### **Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the public by means of clearly spoken English.

**Equipment Used**

Computer for data entry, spreadsheets and word processing, calculator, copier/scanner, possess knowledge of general office equipment and procedures. Possess knowledge of anything relating to County Systems such as time entry. Use of programs for equipment diagnostics.

**Physical Demands**

Typical environment involving crouching, crawling, stooping, pushing, pulling, sitting, walking, bending, lifting and carrying objects and negligible amount of force frequently or constantly to move objects 50-100 pounds. Extensions use of hands, fingers, legs, arms, in grasping objects and driving equipment. Climbs ladders and equipment to do necessary operations and repair work. Climbs into cabs of various equipment (trucks, motor graders, excavators, dozers, end loaders, tractors, mowers, etc.). Adequate eye, hand and foot coordination to safely perform the job functions. Ability to work outside and subject to temperature and climatic extremes. Field repair work is also subject to a variety of potentially dangerous conditions during the construction season, snow and ice removal during the winter, working around moving traffic, and construction equipment. Preparing and analyzing written data and to determining the accuracy and thoroughness of work. Hearing and observing general surrounds and activities of the equipment and exchanging ideas by means of the spoken word in clearly spoken English. Attendance required.

**Environmental Adaptability**

Work is performed in all environments and has exposure to all environmental issues. The employee is subject to adverse environmental conditions.

**Special Requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of an appropriate valid driver's license and insurance. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job. Mechanic Foreman needs to live within 30 minutes of a shed. This position is subject to random drug and alcohol testing.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date

**Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.