



NATIONAL ROADS AUTHORITY JOB DESCRIPTION

Job Title: Foreman
Signs & Lines

Job Holder:

Grade: HO

Reports to: Works Manager

1. JOB PURPOSE

The Foreman provides the day to day leadership for the teams that construct, install and maintain road signs, street names, road lines and markings. This involves responsibility for scheduling tasks, allocating resources (materials, equipment and personnel), coordinating, supervising, applying personnel policies, ensuring the safety of work crew, directing staff and holding them accountable for meeting their responsibilities, goals and commitments.

2. DIMENSIONS

The job holder manages scheduling of new signs and lines.

The job holder has 8-10 subordinates reporting to him/her.

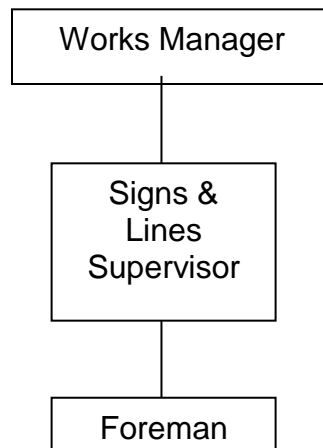
The job holder provides advise on budgetary responsibility with regard to the spending or allocation of funds for maintenance purposes.

3. PRINCIPAL ACCOUNTABILITIES

1. Ensure all signs and lines operations are completed to the prescribed construction standards as set by the National Roads Authority (NRA).
2. Oversee all signs and lines works.
3. Responsible for coordination of all signs and lines works (in-house or by contract) and shall where necessary liaise with engineer/superintendents with regards to the organization and scheduling of work crews relative to the signs and lines operation.
4. The job holder may supervise a team of workers inclusive of a foreman, machine operators and labourers.
5. Performs others related duties that may be assigned.
6. Provide written and verbal reports to management concerning work progress, operational concerns, and planning assessments.
7. Completes and maintains various records, files and reports and verifies labour and material usage.
8. Determines worksite safety equipment and practices and enforces safety policies to protect employees, citizens and facilities.

9. Supervises and monitors section equipment preventative maintenance and repair programme.
 10. The job holder will be required to perform administrative duties in the form of completing daily activity worksheets; revision of estimates and tabulation of and reports on material tests.
 11. The job holder shall be on occasion called upon to attend meetings, discussions with management relative to employee discipline, work conditions and the quality of work produced under the job holder's supervision.
-

4. ORGANIZATION CHART



5. BACKGROUND INFORMATION

The National Roads Authority is the Statutory Authority responsible for planning design construction and maintenance of all Government roads, car parks and any other projects that may be assigned. In this regard, the major responsibilities include planning, design, budgeting, construction, maintenance and cost efficiency of these projects.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

- 10 years experience in the appropriate field of road construction, maintenance and repair work; or an equivalent combination of training and experience in construction management or a related field.
- High School Diploma with passes in CXC English and Math.
- Proven comprehensive knowledge of modern methods, materials, practices and techniques of roads maintenance, repair and construction, and good knowledge of supervision practices and techniques.
- Ability to plan, organize and supervise semi-skilled and unskilled workers involved in construction, maintenance and repair work.

- Ability to work from engineering plans and specification; ability to make material and labour cost estimates.
 - The job holder must possess a valid Cayman Islands driver's license, Group 4 preferable.
 - Must be computer literate with knowledge in MS Projects/ Word/Excel for field reporting
 - Experience in Surveying and setting out techniques, using GPS and Theodolite.
 - Experience with using Auto Cad design program and layout of roads, parking lots is preferable.
 -
 - Ability to determine by inspection the type of maintenance and repair required.
 - Ability to independently make quick decisions in the field.
 - The job holder should have experience with specialized equipment such as reflectometer etc., requires good time management and strong supervisory skills.
 - The job holder must be firm yet reasonable, capable of applying good judgment with respect to the principle responsibilities of the post.
-

7. ASSIGNMENT AND PLANNING OF WORK

Daily work activity for the road maintenance is generated by and requested from the Deputy Director Designate, Engineering & Operations through the Works Manager. Repairs, rehabilitation and construction of new roads, emergency calls and community services are areas of assignment.

8. SUPERVISION OF OTHERS

The job holder may supervise work crews or teams relative to signs and lines operations. Supervision of these individuals is carried out through the system of delegated responsibilities with given guidelines, written and verbal support is provided through on-the-job demonstrations and planned training exercises.

9. OTHER WORKING RELATIONSHIPS

Liaise with Engineers and Project Managers in order to plan and carry out functions.

Liaise with private contractors, other government and statutory authority representatives relative to the planning and timely execution of signs and lines related works.

The job holder gives technical advice to the Signs & Lines Supervisor, Works Manager and other managers in respect to specific schedules and work related items.

Liaise with superintendents/technicians to aid in the execution of works to be carried out. The job holder gives technical advice to other team members in respect to specific schedules and work related issues.

Co-ordinates activities with foremen and other supervisors in carrying out daily tasks.

10. DECISION MAKING AUTHORITY AND CONTROLS

The job holder has authority to decide how best to effect issues relating to the technical aspect of all work carried out under his/her responsibilities.

The job holder reports to the Signs & Lines Supervisor.

11. PROBLEM / KEY FEATURES

Working at times in adverse weather and poor air quality conditions.

12. WORKING CONDITIONS

Working environment is outdoors and in inclement weather, and indoors in an office setting; may be exposed to weather/temperature extremes, traffic, confined spaces and open trenches; requires travel to various remote locations to supervise crews and conduct inspections and meetings; and subject to call out 24 hours a day.

Exposure to hazardous conditions, volatile chemicals, heat, dust and dirt. Protective clothing may be required at times.

Job Description approved by: _____ **Date:** _____

Job Holder: _____ **Date:** _____
(Print Name in Capital)

Signature: _____ **Date:** _____