

**ELECTED OFFICIALS**

**MICKEY PENDERGRASS**  
County Judge

**CANDA REESE**  
County and Circuit Clerk

**JOHN MONTGOMERY**  
Sheriff

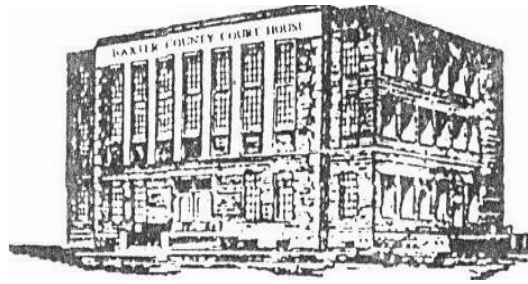
**TERESA SMITH**  
Collector

**JENAY MIZE**  
Treasurer

**JAYME NICHOLSON**  
Assessor

**CHARLES L. SLATER, JR.**  
County Surveyor

**BRADLEY HAYS**  
County Coroner



**COUNTY OF BAXTER**  
ONE EAST SEVENTH STREET  
MOUNTAIN HOME, ARKANSAS 72653

**QUORUM COURT**

**Gary Smith**  
District 1

**Lucille Soltysik**  
District 2

**Rick Steiner**  
District 3

**Col William J. Lucas**  
District 4

**James Kerr, Jr.**  
District 5

**Tink Albright**  
District 6

**Marilyn Williamson**  
District 7

**Edna Fusco**  
District 8

**Neal Pendergrass**  
District 9

**Kevin Litty**  
District 10

**Ty Chapman**  
District 11

**JOB VACANCY NOTICE**

**DATE POSTED:** MARCH 8, 2018 (CLOSES MARCH 15, 2018)

**POSITION:** QUARRY FOREMAN

**DEPARTMENT:** ROAD & BRIDGE

**PAY GRADE:** 28

**SALARY:** \$12.63-16.48 PER HOUR DEPENDING UPON APPLICABLE EXPERIENCE & EDUCATION  
PLUS 100% PAID MEDICAL/DENTAL/VISION/LIFE INSURANCE

SEE ATTACHMENT FOR JOB DESCRIPTION.

INTERESTED PERSONS SHOULD SUBMIT APPLICATION AND RESUME TO:

Baxter County Human Resources  
1 East 7<sup>th</sup> Street, 2<sup>nd</sup> Floor - Suite 201  
Mountain Home, AR 72653

*Baxter County Government is an Equal Opportunity Employer.*

## Job Description

**POSITION TITLE:** QUARRY FOREMAN

Revised July 2013

**DEPARTMENT:** ROAD & BRIDGE

### **POSITION RELATIONSHIPS:**

- A. Supervisor: Road & Bridge Superintendent
- B. Positions Supervised: 2+ direct reports; others as needed
- C. Interrelationships: Works with all Road & Bridge employees. Minimal contact with the general public.

### **JOB SUMMARY:**

Responsible for the efficient operation of the Baxter County Quarry. This position is considered to be a "Working Foreman" position.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for daily operation of quarry.
- Must know all MSHA rules and regulations and follow them.
- Must be able to operate and properly maintain all equipment located at quarry.
- Responsible for ensuring maintenance is performed on plant and equipment.
- Responsible for ensuring that plant and quarry are kept clean and neat.
- Must keep up with daily production.
- Must assist Superintendent with long-term quarry planning.
- Must be able to communicate with the other foremen to ensure efficient utilization of all resources.
- Must be able to "think outside the box." Just because it has been done that way before does not mean it is the correct way.
- Must communicate effectively with hourly employees.
- Must be able to assist with employee disciplinary issues.

- Must be able to schedule employee vacation and/or comp time requests to ensure that an adequate workforce is available.
- Must be able to walk long distances on uneven surfaces, stand for long periods of time, and work in all types of weather.
- Must be detail-oriented.
- Must have the ability to make educated and informed decisions about issues that will arise.
- Must be consistent with all decisions and be able to justify such decisions.
- Must maintain a professional attitude and appearance at all times.

**POSITION QUALIFICATIONS:**

Education: High school diploma or equivalent.

Experience: Two years of quarry or mining experience is preferred. Must be able to operate wheel loader and excavator. Previous supervisory experience is preferred, but not required. Must be computer literate.