

WORKING FOREMAN

Code No.: 3-15-021

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the lead supervision of a small crew in construction, maintenance, repair and cleaning work. Employees form part of the work crew which they supervise and assist with the hands on work. This title differs from Labor Foreman by virtue of the performance of less complex work (including supervising one small crew rather than several small crews or one large crew), less supervisory work, more hands on work and/or the lack of supervision of the use of technical equipment. The employee reports directly to, and works under the general direction of a Labor Foreman, Senior Labor Foreman, Foreman Roads, Sewer or Water, or other higher level staff member. General supervision is exercised over Laborers and other workers in the crew. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

DEPENDING ON THE NEEDS OF THE JURISDICTION, THE EMPLOYEE DIRECTS THE WORK OF A CREW AND PARTICIPATES IN ONE (1) OR MORE OF THE FOLLOWING:

Installs, maintains, repairs and cleans highway, sewer, and/or water system components;

Constructs, patches and grades roads, and installs new sidewalks;

Works on excavation, drainage and embankment projects;

Performs snow removal activities;

Cleans clogged pipes and sewer lines of roots, sludge and debris;

Cleans ditches, culverts and basins;

Plants and prunes trees, grades lawns, rakes leaves, cuts grass and brush, plants flower beds, cuts wood and performs other grounds maintenance activities;

Dusts, sweeps and mops;

Performs a wide variety of activities relating to the electrical, mechanical and/or construction trades;

Maintains and repairs equipment including motorized equipment;

Maintains and repairs sewer lift stations;

Loads and unloads vehicles and trucks;

Operates motor vehicles and power tools;

Operates telephones and/or two-way radios for dispatching purposes.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the equipment, methods and procedures required to perform the assigned work; good knowledge of specific hazards and safety precautions; ability to supervise the work of a crew; ability to plan, organize, and expedite work activities; ability to make decisions and apply appropriate procedures in a given situation; ability to communicate effectively orally and in writing; ability to perform heavy manual labor; ability to operate equipment and tools necessary for the job and instruct others in their operation; ability to follow instructions; ability to establish good working relationships with others; ability to respond to and assume leadership in emergency situations; ability to work under all weather conditions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of paid full-time or its part-time equivalent experience performing mechanical or functional duties for which the jurisdiction's operations are designed.

PROMOTIONAL REQUIREMENTS: One (1) year of permanent status as a Laborer, Motor Equipment Operator or similar title in the jurisdiction making the appointment.

SPECIAL REQUIREMENT: Must possess the appropriate driver's license for the vehicle(s) being operated at the time of appointment. It is the jurisdiction's responsibility for ensuring the employees possess valid licenses appropriate to the type of vehicle(s) being operated.

FORMERLY: Labor Foreman II in Monroe County Departments.

REVISED: November 10, 1983

REVISED: November 1, 1984

REVISED: October 11, 1990

REVISED: May 5, 2011