

LABOR FOREMAN

Code No.: 3-11-021

NON-COMPETITIVE

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

Directs the work of crews and may participate in work in the assigned functional areas, such as installation, maintenance, repair, and cleaning of highway, sewer or water system components; snow and ice removal activities; refuse disposal activities; buildings and grounds maintenance activities;

Directs and schedules the daily assignments of a work crew or crews;

Reviews work in process on a regular basis;

Instructs employees in the safe and effective operation of a variety of automotive and mechanical equipment and tools;

Oversees the proper and safe use of materials and equipment;

Keeps records on work activities, work progress and employee attendance;

Responds to calls for installation, maintenance, repair and cleaning of highway, sewer or water system components or in other functional areas.

DEPENDING ON THE NEEDS OF THE JURISDICTION, THE EMPLOYEE DIRECTS AND MAY PARTICIPATE 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 pipe 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 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 in an efficient manner; 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 the equipment and tools necessary for the job and instruct others in their operation; ability to follow instructions; ability to keep accurate, simple records, reports and forms; ability to establish good working relationships with others; ability to measure and compute, using basic math skills; 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: Three (3) 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: Two (2) years of permanent status as a Motor Equipment Operator, Working Foreman 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 Towns and Villages, Labor Foreman I in County Departments.

REVISED: November 10, 1983

REVISED: November 1, 1984

REVISED: May 5, 2011