

## **LABOR SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible supervisory work involving the direction of large groups of labor foremen, sub-foremen and laborers engaged in routine manual tasks of street cleaning, repair and maintenance and related projects of a public works nature. The work is of a routine nature involving the performance of duties within defined areas of responsibility for programs and activities of the department to which assigned. Incumbents in this class receive general supervision from an administrative superior with latitude allowed for the exercise of independent judgment in the performance of their tasks. Direct supervision is exercised over subordinate supervisors of crews engaged in semi-skilled or unskilled laboring work. Specific instructions are generally received only on projects of a special or emergency nature. Occasional review of work is done by discussion or field visits from an administrative superior.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans, supervises and inspects all work involved in the maintenance of all sewer mains and appurtenances;
- Repairs and rebuilds sewer lines, manholes, etc.;
- Repairs and replaces pavements and sidewalks;
- Supervises and inspects the work of several crews engaged in street maintenance, snow removal, snow fence erection, sidewalk repair, pest control, lawn and grass repair, etc.;
- Assigns personnel and equipment to various crews for the most economical and efficient performances of tasks;
- Reviews and approves employee time records, making alterations or changes as necessary;
- Supervises use of smaller landfill areas to ensure compliance with rules and regulations;
- Submits recommendations on equipment needs and public work projects;
- Prepares reports on routine operations and special projects;
- Supervises all work involved in performance of duties assigned under special projects or programs of duties assigned under special projects or programs of a department;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the practices, methods, tools and terminology commonly used in street, sewer and water and grounds keeping construction, maintenance, cleaning and repair;

- Good knowledge of the timekeeping and report writing of the department to which assigned;
- Ability to lay out, direct and supervise the work of a number of crews performing street or sewer maintenance functions and to obtain required results;
- Ability to instruct subordinate employees in departmental practices and to enforce policies;
- Ability to understand and effectively carry out written and oral instructions;
- Ability to undertake special projects and assignments in an efficient and effective manner;
- Ability to read and write;
- Willingness to work outside in all types of weather and conditions;
- Dependability;
- Willingness to respond to emergencies;
- Good judgment;
- Initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Five (5) years of satisfactory fulltime paid experience in general labor or construction work, buildings and grounds maintenance or sewer repair and maintenance, three (3) years of which must have been in a supervisory or managerial capacity

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