

**CLASS SPECIFICATION FOR**  
**Labor Foreman I**

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**GENERAL STATEMENT OF DUTIES:** Oversees the work of a small group of laborers and equipment operators engaged primarily in routine maintenance operations; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine supervisory work which involves assigning and inspecting the work of semi-skilled or unskilled workers and equipment operators engaged in a variety of jobs which require little technical knowledge or skill. Areas of work and standards to be met are discussed and assigned in detail by the supervisor and the work performed is checked in process and upon completion.

**EXAMPLES OF WORK** (illustrative only):

- Supervises the work of laborers and equipment operators in a variety of tasks including maintaining roads, installing driveway drain pipes, cleaning right-of-way ditches and streets, mowing grass and performing grounds, parks and landscaping maintenance duties and other tasks involving manual labor operations;
- Inspects work in progress to assure conformance with instructions;
- Makes and adjusts work assignments;
- Maintains time and work order records;
- Prepares work reports;
- Trains and instructs employees;
- Performs or assists in performing more difficult or skilled tasks;
- Drives a truck on a relief or intermittent basis;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of standard tools and practices used in general labor work; some knowledge of the hazards in laboring work and of necessary safety precautions; ability to assign and supervise the work of others; ability to understand and follow oral and written instructions; skill in the use of common hand tools; physical condition that permits heavy lifting, bending, stooping and working under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Completion of grade school and one (1) year of experience as a crew leader or in another supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.