

CLASS SPECIFICATION FOR
Labor Foreman II

GENERAL STATEMENT OF DUTIES: Oversees the work of a group of laborers and equipment operators in the construction, maintenance, installation and/or repair of County property and facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assigning and inspecting the work of semi-skilled and unskilled workers. A Labor Foreman II brings special knowledge and skills to the job. An incumbent works under less supervision than does a Labor Foreman I and is expected to anticipate work assignments. Areas of work and standards to be met are assigned and supervision is received by checks on the performance of assignments by the supervisor.

EXAMPLES OF WORK (illustrative only):

- Supervises a group of workers in the repair of playground equipment and in the maintenance of athletic field and recreational facilities;
- Supervises workers in the maintenance and minor construction of roads and culvert installations;
- Supervises workers in sewer and water main construction and maintenance;
- Supervises the installation of sewer and water main connections;
- Supervises the paint-stripping operation of all County-maintained roads and the painting and installation of road signs;
- Keeps time, supply and equipment records;
- Prepares reports of activities;
- Trains and instructs new employees;
- Drives a truck on a relief or intermittent basis;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of standard tools and practices used in grounds, street, water and sewer maintenance and construction projects; knowledge of the occupational hazards of and necessary safety precautions for the work; knowledge of the maintenance requirements of basic hand tools and machinery; some knowledge of effective supervisory techniques; ability to understand and transmit oral and written instructions; ability to keep simple records; dependability; physical condition that permits such activities as heavy lifting, bending, driving, standing and working under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of grade school and three (3) years of related work experience, including one (1) year in a crew leader or other 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.