

CLASS SPECIFICATION FOR
Labor Foreman III

GENERAL STATEMENT OF DUTIES: Oversees the work of several groups of workers engaged in the construction, maintenance, repair and/or installation of County property and facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class supervises construction and maintenance in various County departments. The incumbent assigns work crews and foremen to work on projects, resolves questions of work methods and inspects work. The employee in this class frequently exercises independent judgment and makes decisions within the scope of assignments. Assignments are received in oral or written form and the work is subject to general review and inspection. The employee either oversees personally new construction that calls for a high degree of skill or supervises labor crews through Labor Foremen I's and II's.

EXAMPLES OF WORK (illustrative only):

- Assigns, schedules and supervises several labor crews engaged in grading and graveling roads and in patching and maintaining hard-surfaced roads;
- Assigns, schedules and supervises a crew of semi-skilled and skilled laborers and equipment operators in the construction of new roads and streets, curbs, road culverts, retaining walls and storm sewers;
- Personally directs concrete paving projects;
- Arranges for delivery of materials, supplies and equipment;
- Answers complaints regarding road maintenance, road construction and traffic engineering projects;
- Trains and instructs new employees;
- Drives a truck on a relief or intermittent basis;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the materials, methods and techniques used in street and road maintenance and construction projects, including traffic engineering projects; knowledge of hazards of and safety precautions for laboring work; considerable knowledge of the maintenance requirements of basic hand tools and machinery; ability to anticipate maintenance needs and to suggest effective work programs; ability to effectively plan, coordinate and supervise the work of others; ability to prepare and keep records; ability to read blueprints and diagrams; ability to understand and transmit oral and written instructions; physical condition that permits such activities as heavy manual work, driving and working under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of grade school and five (5) years of related work experience, including four (4) years 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.