

## **LABOR SUB-FOREMAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is supervisory and manual work that is often routine and repetitive in nature. Specific work assignments or instructions are received from a higher level authority or foreman and work is frequently reviewed and inspected for completion and compliance with instructions. Supervision is exercised over relatively small groups of employees engaged in manual labor, and the employee may be expected to participate and make independent judgments and decisions when necessary. Employees in this class receive direct supervision from a foreman or other higher level supervisor and are responsible to that authority for compliance with expected actions.

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

- Leads and participates in the work of Laborers engaged in installation, maintenance, repair, and cleaning;
- Leads and participates in various grounds keeping tasks, such as grass cutting, raking, cutting brush, trimming trees, removal of debris, and maintaining parks and recreational facilities;
- Leads and participates in snow and ice removal activities;
- Leads and participates in maintenance and operational activities including grass cutting and raking, snow removal, fence repair, minor painting, repair and other labor activities;
- Leads and participates in the collection and removal of garbage;
- Leads and may participate in the cleaning of building and other maintenance tasks;
- Assists in keeping simple records and logs on work performed;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Working knowledge of practices, procedures, tools and terminology used in grounds keeping operations, maintenance, cleaning and repair;
- Working knowledge of personal computers and office equipment;
- Ability to assign and supervise the work of others;
- Ability to understand and follow oral and written directions;
- Ability to perform a variety of manual tasks;
- Ability to keep simple records;
- Ability to work well with others;

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- Ability to operate manual and power hand tools;
- Willingness to work outside in all types of weather conditions;
- Reliability;
- Sobriety;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and either:

- a) Five (5) years satisfactory paid fulltime experience as a laborer in a park or grounds maintenance location; **OR**
- b) Five (5) years satisfactory paid fulltime experience in grounds care and snow removal equipment use and related safety procedures.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee's vehicle for transportation.

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