

CLASS TITLE: **Foreman of Laborers**

CHARACTERISTICS OF THE CLASS: Under direction, supervises subordinates engaged in the general maintenance and repair of a geographic area; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises laborers in cleaning and sweeping streets and mall areas, in patching of depressions and holes in pavements, in sealcoating of pavements, in resurfacing streets with penetrated stone and chips, in grading and resurfacing of alleys and the restoration of openings made by private contractors or other City departments; makes daily reports of labor, equipment and material used on jobs, noting number of employees working, the hours worked, the equipment used, and the quantity and type of material used; makes extensions to show the total cost of labor, equipment and materials; orders material as needed for the repair of pavements; keeps daily time records of men working on job and submits a daily time sheet to the office; prepares vehicle operator reports for each item of equipment used showing hours, rate, and cost; supervises the operation of all road repair equipment such as pressure distributors, chip spreaders, etc, that are assigned to a repair crew; flushes sidewalks and streets; cleans mall fixtures, provides litter pickup, tree, shrub and flower maintenance and snow and ice removal; monitors maintenance and construction activities of private contractors and other department personnel; prepares shift schedules and work assignments for laborers.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Two years of experience in the performance of manual labor, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Ability to lift heavy objects. Ability to follow simple instructions. Ability to perform heavy manual tasks. Good physical condition.

Skill in the use of various kinds of cleaning and pavement repair equipment.