

## LABORER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in a wide variety of light and heavy manual work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in unskilled work involved in the maintenance and repair of streets, parks, buildings and grounds.

Estimates time and material costs for work projects.

Insures that materials and equipment are properly maintained and that replacement parts are available.

Applies and enforces safe practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, tools and equipment used in unskilled manual labor work.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to estimate time and material costs for work projects.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend changes to enhance improvements.

Ability to apply and enforce safe practices on the job.  
Ability to work effectively with the public and employees.  
Ability to communicate effectively, orally and in writing.  
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Three years of experience in a wide variety of light and heavy manual work; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission