

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Labor Foreman I

CLASS CODE: 3121

GENERAL DESCRIPTION OF DUTIES:

Incumbents directly supervise work crews engaged in non-skilled to semi-skilled labor performing a variety of maintenance, construction, or refuse collection duties.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level labor classification in the Labor Series – Labor Supervision Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for providing direct supervision to crews of non-skilled to semi-skilled labor performing a variety of maintenance, construction, or refuse collection.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees engaged in construction and maintenance activities, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Schedules, distributes/balances and guides the work assignments of work crews according to established work flow/assignment requirements.

Monitors and reports on the work crews' work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains crews, in specific task, job practices and procedures of unskilled to semi-skilled labor to improve and maintain the performance levels of these employees.

Plans/lays out work. Estimates materials, obtains materials and equipment.

Ensures job site safety.

Completes time sheets and maintains job work records.

Operates equipment at job site.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor the work of subordinates in favor of a desired outcome. Requires the ability to act as a lead person.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as trucks, saws, jack hammers, forklifts and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as time sheets, materials slips, work orders, requisitions, work reports, maps, safety regulations and general operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents and traffic hazards.

Physical Requirements:

Tasks involve the ability to exert regular and sustained heavy physical. Requires the ability to climb, balance, stoop, kneel, crouch, crawl, and lift, carry, push, and pull moderately heavy objects and materials weighing up to fifty (50) pounds; and may occasionally involve objects and materials up to one-hundred (100) pounds.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of shapes to clearly distinguish objects.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.