

## LABOR FOREMAN III

### **PURPOSE AND NATURE OF WORK**

Positions in this classification organize, oversee, and plan the daily activities of either several crews working in widely-separated locations or a single crew comprised of Equipment Operators and manual laborers focused on a single, specialized area of work. Positions will personally oversee projects requiring a high degree of specialized skill or will direct the work of several crews through subordinate foreman.

Incumbents work under the general direction of a Division Manager or a higher classification of maintenance foreman or supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives and reviews work orders, distributes assignments, inspects work in progress, oversees crews engaged in projects involving street/sidewalk, storm water drainage, park/athletic field/golf course, water or wastewater system, or similar maintenance/construction.

Oversees and directs several crews and individual repair people in the construction and maintenance of parks and related facilities, or street/drainage maintenance activities or water / wastewater system maintenance/construction. Assigns workers to crews; advises subordinate foremen of procedures; advises on special problems encountered; and inspects upon completion. Maintains time, material, and equipment records. Promotes safety and improves work procedures and methods. Participates in the work of subordinates if necessary.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of the materials, methods, techniques, and equipment used in the maintenance, repair, and minor construction of municipal facilities in the area of assignment.

Thorough knowledge of the principles and practices applied to the safe and efficient use of tools and equipment, and of the safety precautions applicable to the work.

Ability to plan and direct the work of subordinate equipment operators and laborers performing various maintenance, repair, and minor construction tasks.

Ability to write and update work orders on computer with accuracy.

Ability to establish and maintain effective working relationships with superiors, subordinates, other employees and the public.

### **DESIRABLE TRAINING AND EXPERIENCE** (Depending on area of assignment)

Completion of high school and considerable experience in the maintenance, repair, and minor construction of municipal facilities, including some lead worker experience at the level of Labor Foreman II; or an equivalent combination of training and experience. Possession of Class IV Waste Water Collection or Water Distribution certification issued by the State of Louisiana, within three years of appointment.

### **NECESSARY SPECIAL REQUIREMENTS** (Depending on area of assignment)

Possession and maintenance of the appropriate class of commercial driver's license, as required by the State of Louisiana, is required upon appointment.