

## **LABOR FOREPERSON**

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

This position involves responsibility for supervising the activities and participation in work within the divisions of the Department of Public Works. An incumbent in this position is responsible for staff and equipment assignment and ensures the work is done in an efficient and timely manner according to established policies and procedures. The work is carried out under the direct supervision of a Public Works Supervisor or the Superintendent of Public Works with some freedom allowed for exercising independent judgement in carrying out the work. An incumbent exercises direct supervision over Department of Public Works Laborer's, Seasonal Laborer's, Motor Equipment Operators, Heavy Equipment Operators Mechanics and Maintenance staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and monitors crew activity and equipment related to confined space entry in  
sewer and/or water mains;

Oversees the smoke and dye testing of sewer systems as well as the excavation and  
repair of sewer lines, catch basins and water mains and hydrants;

Leads and participates in the daily construction, installation, maintenance and repair of  
sewers, catch basins and drains;

Leads and participates in the daily construction, installation, maintenance and repair of  
streets and sidewalks;

Leads and participates in the daily construction, installation, maintenance and repair of  
water mains, hydrants, and gate valves;

Leads and participates the city's street cleaning operations when assigned;

Leads and participates in the city's grass cutting and tree trimming operations;

Leads and participates in the city's snow removal, sanding and salting operations;

Leads and participates in the installation and maintenance of traffic control devices  
including signs and painted street and crosswalk markings when assigned;

Leads and participates in the distribution and setup of pumping units during flooding;

Operates motor and heavy equipment including forklifts, backhoes and front-end loaders as needed;

Performs hands-on construction, installation, maintenance, repair and cleaning work as necessary including locating of underground mains and leak detection;

Keeps basic records of public works project activities;

Reports orally to a Public Works Supervisor or the Superintendent of Public Works as required.

Maintains a variety of records pertaining to Department of Public Works Activities.

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

Good knowledge of the principles and practices including safety principles and practices related to public works installation, construction, maintenance and repair work and projects involving streets and sidewalks, water and sewer mains, catch-basins, tree trimming and removal, and snow and ice removal;

Good knowledge of the terminology, materials and equipment related to public works installation, construction, maintenance and repair work and projects involving streets and sidewalks, water and sewer mains, catch-basins, tree trimming and removal, flooding, and snow and ice removal;

Good knowledge of city geography including the location of streets, sewers, water mains, catch-basins and hydrants;

Ability to plan and supervise the work of others

Ability to lead and participate in public works projects;

Ability to understand and follow oral and written instructions;

Ability to read, interpret and work from maps, blueprints, and technical drawings;

Ability to operate motor and heavy equipment;

Ability to maintain work records;

Ability to effectively communicate orally;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a closely related field and one (1) year of experience in public works installation, construction, maintenance and repair work and projects that involved the operation of motor & heavy equipment.
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience as defined in (a); or
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above.

**Special Requirement:** Possession of a valid New York State driver's license appropriate to the vehicles operated.