

WORKING FOREPERSON

GENERAL STATEMENT OF DUTIES: Leads and participates in the work of a small group of laborers and motor equipment operators engaged in routine manual work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of ordinary difficulty involving responsibility for acting as work leader over a small work crew. This class differs from that of higher-level Foreperson positions by virtue of the nature and extent of the supervision exercised. A Working Foreperson serves as a “straw boss” and as such may actively participate in work projects being carried on. Supervisory responsibilities are usually restricted to insuring that those working with him/her are doing their jobs properly and diligently. A Working Foreperson exercises supervisory responsibilities only as the particular occasion demands.

The examples of work listed below are not intended to apply to a single position of Working Foreperson. Rather, they demonstrate that the class is a broad one and is used to describe positions in many fields of labor. Usually individual Working Foreperson positions are restricted to one or a limited number of the assignments described below.

EXAMPLES OF WORK (Illustrative ONLY):

- Leads and participates in the construction of gravel, macadam, asphalt or concrete roads;
- Leads and participates in evacuation, drainage and embankment projects;
- Leads and participates in the cleaning of ditches, culverts, basins and miscellaneous work in water distribution systems;
- Leads and participates in the cutting of brush, trimming of trees, mowing of lawns and setting of guide posts;
- Leads and participates in snow removal activities;
- Leads and participates in the preparation of cemetery plots for burial and the maintenance thereafter;
- Performs semi-skilled mechanical repairs on automotive equipment;
- Leads and participates in ordinary building cleaning and maintenance tasks;
- May operate a truck or other equipment in connection with above work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to supervise the work of other laborers engaged in routine tasks; ability to understand and follow oral and written directions; ability to get along well with others; ability to keep records and make reports; dependability; physical endurance; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in general labor or construction work or road, building or grounds maintenance or work of related nature; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State operator’s license.