

**CLASS TITLE:****LABORER SUPERVISOR**

Class Code: 02235200

Pay Grade: 13G

EO Code: H

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise and work with a group of unskilled and/or semi-skilled laborers engaged in manual labor; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who reviews work usually upon completion.

**SUPERVISION EXERCISED:** Lays out and supervises the work of a group of laborers doing miscellaneous manual work.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise and work with a group of unskilled and/or semi-skilled laborers engaged in:

- care and maintenance of lawns of grounds, athletic and recreational fields or areas;
- collecting and disposing of garbage and rubbish and performing general grounds maintenance tasks moving furniture or other heavy equipment and performing manual labor tasks in and about an institution or public building;
- packing or crating supplies and equipment;
- working with skilled craftsmen, unloading and carrying supplies, materials and tools; assisting in setting up and taking down scaffolding, etc.;
- performing minor work incidental to building maintenance, such as replacing screens, repairing broken fences and steps, oiling and greasing simple locks, catches and hinges, and white-washing walls and ceilings;
- performing manual labor tasks involved in a mosquito control and abatement program;
- performing manual labor tasks involved in the control and eradication of insect, pests and plant diseases; and
- cleaning and maintaining of parks, beaches, park roads, picnic or other recreation areas.

To supervise a crew engaged in:

- cleaning and maintaining roadside parks; pruning trees; pulling tree stumps; planting, weeding, spraying, fertilizing or trimming grass, shrubs or trees; rolling and sodding slopes; and building or rebuilding boundary and retaining walls, park buildings and park equipment.

To supervise the care and maintenance of outdoor and indoor seating facilities.

To supervise the making of minor repairs to automobiles, trucks, tractors and other motor equipment.

To supervise the construction of cement header blocks, rollers, inlets and slabs; to be responsible for the proper mixing of cement and the inspection of the finished product.

To be responsible for all tools and equipment used by subordinates.

To keep time sheets and records relating to supplies and equipment.

To plan, supervise and participate in gardening work in a greenhouse.

To supervise and participate in various phases of farm work.

To be responsible for, and to supervise the operation of, a milk processing plant and for making ice cream mixes.

To be responsible for the preparing, preserving and canning of vegetables and fruits.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the methods and equipment commonly used in unskilled and semi-skilled labor tasks; a working knowledge of the proper methods and materials used in mixing cement; the ability to lay out, coordinate and supervise the work of unskilled and semi-skilled laborers; the ability to keep simple records and make reports; the ability to follow oral and written instructions; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment involving the performance of general manual labor including grounds maintenance or milk pasteurization or canning of fruits and vegetables.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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