

Summary of Duties: Supervises the work of a labor crew consisting of skilled and unskilled workers, and equipment operators engaged in all types of construction, maintenance, repair work, and equipment operation; and does related work.

Distinguishing Features: A Labor Supervisor is usually a first level full-time supervisor of a small group of skilled and unskilled laborers engaged in manual work. An employee of this class frequently supervises truck and equipment operators or other employees doing work in connection with that of the Labor Supervisor's crew and may supervise outside contractors and vendors in performance of contractual agreements. Work is normally assigned to a Labor Supervisor orally or by written work orders in general terms, and is supplemented by simple plans or specifications. A Labor Supervisor must frequently solve problems arising in the field without assistance or advice from supervisors. A Labor Supervisor does not usually receive on-site supervision, and review of work is done by spot check of work in process and completed. The work of a Labor Supervisor is distinguished from that of a Construction and Maintenance Supervisor in that it does not normally include supervision of journey-level craft workers on a full-time basis.

Examples of Duties: Assigns, lays out, and directly supervises the work of a group of helpers, laborers, and other employees; supervises the work of construction, maintenance, and repair; supervises the work of equipment and truck operators assigned to the jobs directly supervised by the Labor Supervisor; supervises routine maintenance of equipment; operates automotive equipment as required; enforces safety regulations; reads simple plans and specifications and applies them to the work; estimates and requisitions materials, supplies, and equipment as needed; makes routine reports and keeps time and work records; supervises the cleaning, collection, removal, and disposal of debris, trash, weeds, and salvable materials from Harbor waterways, reservoir bottoms, wharves, docks, beaches, drainage ditches, transmission line right-of-ways, gravel, oiled and dirt roads, paved yard areas, buildings, aqueducts, irrigation and flood control systems and structures, dams, pipelines, harbor facilities, retaining walls, revetments, small bridges, drainage ditches, trails, firebreaks, wood and chain link fences; supervises surface and subsurface excavation, and the use of compressed air tools and heavy equipment; supervises ditching, digging, shoring, backfilling, grading compacting and simple form building, stripping, and cleaning; supervises the mixing and placing of concrete, the erection of scaffolding and cribbing, and the control of water flow and spreading of surplus water; may supervise the rebuilding of motor sweeper brooms, and the surfacing of parking lots and similar areas with bituminous and asphalt concrete; may supervise loading, yard and custodial work; may supervise use of protective construction barricades and signs; may extinguish fires; may occasionally supervise the use of explosives; may be required to supervise and coordinate hazardous waste materials handling, storage

and treatment according to DOHS and EPA rules and regulations; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the tools, equipment, methods and procedures used in the construction and maintenance projects such as, but not limited to, excavation, fence building, road grading, concrete form building, scaffold construction, weed moving and pipe laying; a good knowledge of applicable safety practices and procedures; a working knowledge of tools, equipment, methods and materials used in removing weeds, rubbish, and litter from harbor waterways, and City rights-of-way; a working knowledge of supervisory principles and practices; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; and a general knowledge of the use of explosives in construction work.

The ability to lay out and supervise the work of a group of laborers, semiskilled workers, and equipment operators to the best advantage; the ability to read and interpret blueprints and work plans; the ability to perform basic arithmetic calculations; the ability to read and use street maps; the ability to keep records and make reports; the ability to carry out written and oral instructions; and the ability to deal tactfully and effectively with employees, representatives from other governmental organizations, and the public in a clear and professional manner.

Four years of full-time paid experience as a manual laborer or semi-skilled worker in construction and maintenance work; or two years of full-time paid experience in inspecting construction work; or two years of full-time paid experience as leader of a crew of manual or semi-skilled workers in construction or maintenance work or two years of full-time paid experience supervising employees performing work connected with construction or maintenance activities is required for Labor Supervisor.

License: A valid California driver's license and a good driving record is required prior to appointment.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; good body agility and equilibrium; good back and leg conditions; good hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.