

## **LABOR SUPERVISOR (3126)**

### **TASK LIST - 2024**

1. Delivers daily written and/or oral communications such as job assignments to a variety of workers and small crews composed of laborers, semi-skilled workers, helpers, or equipment operators, in order to assign tasks and ensure job progress.
2. Trains individuals or small groups in areas such as weed cutting, debris removal, road grading, and form building, in order to ensure crew members are knowledgeable on and are able to perform specific work methods and/or procedures.
3. Explains the purpose and reasoning in following specific procedures such as fire prevention techniques and accident prevention methods, in order to gain worker cooperation, improve worker understanding, and ensure worker compliance.
4. Supervises and evaluates employee performance on factors such as following departmental procedures, physical capability, attendance, teamwork, in order to identify and address issues, and to ensure the timely completion of work consistent with departmental standards.
5. Plans work assignments based on factors such as safety concerns, public complaints, crew member observations, department directives, and project lengths, in order to ensure departmental procedures are followed while ensuring deadlines are met.
6. Trains employees on safety regulations and accident prevention methods such as California Division of Occupational Safety and Health (Cal/OSHA); Injury and Illness Prevention Program (IIPP); and personal protective equipment (PPE), in order to ensure employee compliance with safety rules and regulations.
7. Submits departmental equipment repair forms by pulling information from various sources such as observations, inspections, and work crew concerns, in order to ensure major equipment gets repaired or replaced.
8. Investigates and evaluates accident and equipment damage reports for factors such as employee injuries or property theft, in order to determine the degree of responsibility held by the department or employee.
9. Completes requests for equipment, material, and necessary personnel for large scale projects such as fence construction, road clearance, and concrete foundation construction, in order to ensure the successful completion of projects.
10. Approves operators' forms to ensure compliance with safety regulations and to detect safety violations such as air brake leaks, tire wear, and backup-horn malfunction, in order to ensure equipment and facilities meet safety regulations.
11. Contributes to the scheduling and coordination of critical field operations such as the need for heavy equipment, or sequence of project steps, in order to ensure the efficient use of time and materials.
12. Interprets sketches, diagrams, and drawings such as right-of-way, road maps, blueprints, and other construction worksite drawings, in order to provide workers with specific details to coordinate work tasks.

13. Supports and develops employees by assisting employees by discussing training opportunities and preparation for promotion; providing information about Memorandum of Understandings (MOUs); listening to employee grievances; counseling and providing discipline as necessary; and fairly and accurately evaluates employees in order to apply Equal Employment Opportunity (EEO) principles.