



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Working Foreperson**
Jurisdictional Class: Non-Competitive
Civil Division: All Civil Divisions
Adoption: CSM
Revised: CSM 05/13/86, 10/18/86, 09/13/95, 04/09/97, 05/11/05, 11/10/05, 04/08/09, 09/12/12,
06/27/022; 9/20/2; 11/15/22

DISTINGUISHING FEATURES OF THE CLASS:

Leads and supervises a group of Laborers, Motor Equipment Operators, Building Maintenance Mechanics and/or other employees engaged in highway construction, soil & water construction projects, maintenance, building and grounds maintenance, Parks & Trails Department maintenance and projects, and public works projects. Participates in the actual work performed by subordinates. Accounts for materials used on projects; does related work as required. This is responsible work of ordinary difficulty involving responsibility for acting as work leader of assigned crews and equipment. A Working Foreperson has responsibility that includes ensuring that assigned employees are doing their jobs properly, diligently, and safely; ensuring that job specifications and plans are followed. The work is carried out under the general supervision of the General Highway Foreperson at the Highway Department, District Field Manager at the Soil & Water Conservation District, Superintendent of Buildings and Grounds at the Buildings Department, the Director at the Parks & Trails Department or other supervisory official with wide leeway in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Leads and participates in the construction of gravel, asphalt, or concrete roads including embankments and walls;
Leads and participates in excavation, drainage, and embankment projects, in the cleaning and construction of ditches, culverts, basins, and miscellaneous work with water;
Leads and participates in the cutting of brush and trimming of trees;
Leads, participates, and directs the installation of guide rail systems and signs;
Leads and participates in snow and ice removal activities including making the decision on whether or not to plow snow or whether it would be better to spread abrasives and salt;
Leads and participates in general repairs and construction of bridges, buildings grounds and infrastructure;
Leads and participates in construction of bridges, buildings, landscaping and infrastructure by reading construction plans and specifications;
Maintains accountability of materials used on any assigned project checking to ensure that proper amounts of materials are used, monitors the actual use of materials, and is able to make written reports on the usage on a daily or other required interval for reporting;
Oversees the servicing of trucks and other equipment and may perform minor maintenance work on equipment;
Leads and participates in building cleaning, maintenance, preventive maintenance, stockpiling, and inventory of road maintenance and project materials;
Supervises the training of operators on equipment, trucks, and tractor-trailers;

May, from time to time, be required to operate heavy equipment, such as but not limited to a ten-wheeler, tractor-trailer, excavator, backhoe, forklift, in connection with above work;

May maintain safety records and practices in accordance with PESH; May participate in or conduct safety and informational seminars;

At the County Soil & Water Conservation District, may assist in the implementation activities of the County Soil and Water Conservation District Programs, including giving estimates of time and materials for various projects such as conservation seeding, road/stream bank stabilization and aquatic vegetation harvesting;

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department Supervises and participates in the maintenance and repair of air conditioning, heating, plumbing, and other related electrical and mechanical equipment

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department conducts periodic inspections of the condition of buildings and equipment to ascertain maintenance needs;

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department Supervises and/or takes part in the repair and maintenance of buildings including painting, roofing, carpentry, and masonry;

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department estimates cost of maintenance and repair projects;

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department responds to calls and automated alarms to ensure the safety and security of county buildings.

Performs a variety of related duties as assigned or required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to supervise the work of other employees engaged in routine tasks including the ability to review and correct payroll documents, leave requests, and requests for the payment or assignment of overtime;

Ability to operate road construction equipment, trucks, and tractor-trailers;

Ability to exercise good judgment, tact, and courtesy and the ability to follow oral and written directions;

Ability to read, interpret, and understand blue prints, sketches, and other related road maintenance and building maintenance and construction diagrams and other specifications related to road, bridge and building construction, rehabilitation, and maintenance and other construction plans;

Ability to use and understand computerized operating controls on highway department and HVAC equipment;

Ability to get along well with others;

Ability to use a level;

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department demonstrate thorough knowledge of the repair and maintenance of building heating and cooling systems;

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department possess a working knowledge of the repair of building electrical systems;

For the Cayuga County Buildings and Grounds Department and the Parks & Trails Department possess the ability to be on call after normal working hours;

Physical condition commensurate with the demands of the position;

Must be able to add, multiply, subtract, and divide so as to verify material purchases and requirements.

MINIMUM QUALIFICATIONS:

- (A) Three (3) years of experience in general labor or road construction work involving operation of road construction equipment; OR
- (B) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in Engineering Technology or Construction Technology and 2 years of experience as indicated in (A) above; OR
- (C) An equivalent combination of experience and training.

(continued)...

MINIMUM QUALIFICATIONS for the Cayuga County Buildings and Grounds Department and Parks and Trails Department ONLY:

Graduation from high school or in possession of a high school equivalency, **AND**

- (A) Graduation from a regionally accredited or NYS registered 2-year college with an Associate's Degree in engineering or construction technology, building maintenance, heating, refrigeration, electrical technology, or related field, PLUS 4 years of experience in building maintenance activities which shall have included repair and maintenance of heating and air conditioning systems; **OR**
- (B) 6 years of experience as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT(S):

Possession of a Class B Commercial Driver's License (CDL) at time of appointment. Not required for the Cayuga County Buildings and Grounds Department or the Parks & Trails Department.

NOTE: Parks & Trails Department ONLY:

Possession of an appropriate level New York State driver's license as determined by the Director of Parks & Trails at time of appointment.

NOTE: Cayuga County Soil and Water Conservation District ONLY:

Possession of an appropriate level New York State driver's license as determined by Executive Director at time of appointment.

NOTE: Town of Fleming ONLY:

Possession of an appropriate level New York State driver's license as determined by Town Supervisor at time of appointment.