

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LABORER FOREMAN

POSITION CODE: 23085
Effective: 07/01/2005

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs routine manual labor in assisting one or more skilled persons and provides guidance and direction to a small staff performing routine manual labor in assisting one or more skilled trades persons.

Specifically excluded from this class are those positions which assign work to positions which perform skilled functions or to those positions which assist plasterers and brick masons. Also specifically excluded from this class are positions engaged in routine manual labor and providing guidance to a staff performing such work which are subject to conditions of employment specified by bargaining agreements other than the agreement with the Laborers' Union.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assigns incumbents performing routine labor tasks to assist carpenters, electricians, mechanics, painters, plumbers and other skilled persons engaged in repair, maintenance and construction work.
2. Directs employees to assist carpenters in maintenance and repair of buildings, by performing routine manual labor on roofs, doors, windows, toilet partitions, and the erecting and dismantling of scaffolding.
3. Assigns employees to assist plumbers/steamfitters in repairing and removing pumps, steam and water lines and digging ditches/trenches.
4. Leads employees in assisting electricians in the removal and replacement of heavy motors, putting up hoist or chain falls and pulling electrical wire.
5. Assists machinists in the repair of laundry equipment and the removal and replacement of heavy shafts, gears and sprockets.
6. Operates jackhammer to break up concrete.
7. Maintains routine forms and logs to assure accuracy and completeness of assigned jobs; tracks progress toward specified target dates.

LABORER FOREMAN (continued)

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Knowledges, Skills and Abilities

Requires working knowledge and use of the tools of skilled trades people.

Requires ability to assign work to others and review their work for proper completion.

Requires ability to understand and carry out orders, in both written and oral form.

Requires ability to perform heavy manual work by standing, bending, and stooping and by lifting more than 50 pounds.

May require possession of an appropriate valid driver's license.