NEW AUG 0 3 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Labor Crew Leader	CODE: 53813C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from building maintenance superintendent 1 or other higher-level supervisor, serves as crew leader (e.g., provides work direction, training of others) over assigned staff in performance of & assists in indoor & outdoor manual labor & operation & minor maintenance of related equipment & maintains &/or prepares work related documentation; - PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	59-79	Serves as crew leader (e.g., provides work direction, training of others) over assigned staff in performance of & participates in indoor & outdoor manual labor & operation & minor maintenance of related equipment (e.g., transporting of chairs & setting-up of furniture for use or repair, assembling & delivering new furniture, unloading cargoes & freight, cleaning & lubricating wheelchairs, casters or beds; moving desks, chairs, file cabinets & tables, sweeping, vacuuming, washing & waxing floors, walls & doors, trash pick-up, clearing snow, spreading salt; cutting weeds, repairing fences, minor painting, washing equipment, light carpentry work).	Knowledge of (1) supervision*; skill in (2) general maintenance & manual labor procedures & use of associated tools &/or equipment; ability to (3) deal with problems involving few variables within familiar context, (4) read short sentences with basic, concrete vocabulary, (5) establish friendly atmosphere as crew leader, (6) demonstrate strength or dexterity to perform manual labor.
2	11-21	Maintains records & prepares reports regarding progress of youth laborers; maintains inventory & property control records; collects data & writes required reports for supervisor regarding participant problems/grievances & sponsors' problems; maintains attendance records, mileage charts & usage records; maintains inventory & orders supplies & equipment for work unit.	Ability to 3, 4, (7) add, subtract, multiply & divide whole numbers, (8) maintain accurate records, (9) arrange items in numerical or alphabetical order.
3	10-20	Performs miscellaneous tasks (e.g., puts identification codes on new furniture; maintains storeroom for storage of furniture, equipment & other items; attends meetings &/or seminars).	Ability to 3, 9, (10) follow basic oral instructions.

(543)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May be required to lift weight in excess of fifty pounds; may work weekends; may work in unpleasant surroundings.	Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 100 hrs. training in general maintenance & manual labor procedures & use of associated tools &/or equipment (or 1 mo. exp.); or equivalent.	