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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 40151**

**LABOR CREW LEADER**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Labor Crew Leader may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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## Summary of Essential Duties

The primary purpose of the Labor Crew Leader position is to provide work direction to the labor crew {Job Opportunity and Basic Skills workers (JOBS workers) - NON-COUNTY EMPLOYEES}. The Labor Crew Leader also performs personnel-related duties for the labor crew {Job Opportunity and Basic Skills workers (JOBS workers) - NON-COUNTY EMPLOYEES}. Additionally, the Labor Crew Leader oversees and assists in the physical maintenance of county buildings to ensure cleanliness, safety, and efficiency, and oversees and assists in the repair of county buildings and equipment.

### Duties

Frequency: 40% +/- 10%

- I. Oversees the performance of the Labor Crew (e.g., JOBS Program Workers - non-county employees), ensuring the safe performance of general maintenance tasks.
  - A. Receives daily orders for work detail.
  - B. Delegates work tasks daily.
  - C. Trains Workers on equipment maintenance and use.
  - D. Monitors Labor Crews' work tasks (e.g., mowing, painting, installing floors).
  - E. Ensures work tasks are performed safely.

Frequency: 15% +/- 5%

- II. Performs personnel duties for Labor Crew (non-county employees).
  - A. Keeps track of hours worked daily, monthly, and yearly, per worker.
  - B. Keeps track of absentees daily, per worker.
  - C. Initiates discipline for crew members and reports incidents to appropriate Supervisor.
  - D. Initiates and processes transfers of workers to a different organization when deemed necessary.

Frequency: 10% +/- 5%

- III. Oversees and assists in the physical maintenance of the county buildings, including their basic internal units and components to ensure cleanliness, safety and efficiency.



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Frequency: 10% +/-5%

- IV. Oversees and assists in the repairing of the county buildings and equipment.
- A. Repairs and maintains equipment (e.g., mowers, weed-eaters, chain saws, and County vehicles).
  - B. Responds to emergency repair needs (e.g., floods, alarm system going off, electrical circuit blown).
  - C. Performs structural repair (e.g., general carpentry, fixes roof leaks, walls, doors).
  - D. Performs plumbing repair (e.g., fixes faucets, pipes, drains, repairs basement floods, hot water lines).
  - E. Performs electrical repairs (e.g., electrical switches, florescent lights, traces wires to fix shorts).
  - F. Conducts telephone and wiring repairs.
  - G. Repairs carpet, tile, furniture.
  - H. Paints buildings, walls, etc.
  - I. Replaces bulbs, fixtures, switches, small motors, etc. when necessary.

Frequency: 10% +/-5%

- V. Oversees and assists in the performance of various custodial duties.

Frequency: 5% +/- 2%

- VI. Organizes and maintains equipment and tools used to perform maintenance, repair and custodial duties.

Frequency: 5% +/-2%

- VII. Oversees and assists in the performance of general maintenance duties of grounds.

Frequency: 5% +/-1%

- VIII. Performs general clerical duties.



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**ADDITIONAL DUTIES  
FOR THE JOB CLASSIFICATION OF  
LABOR CREW LEADER**

**NOTE:** The following additional duties include functions that may be performed by some but not the majority of individuals in the classification.

1. Transports clients to their appointments and on errands.
2. Sorts, launders, and presses clothing.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
LABOR CREW LEADER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Supervisory practices; Training and development practices; Safety practices; Cleaning and janitorial functions; All duties performed by Labor Crew.	Oral communication; Organization; Maintenance and repair of buildings and equipment; Supervision.	Give or exchange facts or routine information; Oversee the work of others; Monitor the work of others; Assign work to others; Train others; Recognize errors in the work of others; Explain assignments, procedures, or situations to others.
<b>II</b>	Personnel practices; Supervisory practices; Basic mathematical principles.	Oral communication; Organization.	Perform basic mathematical operations (addition, subtraction, multiplication and division of whole numbers); Maintain accurate records (e.g., hours worked, absentees); Gather, collate and summarize data; Discipline others.
<b>III</b>	Supervisory practices; Safety practices; Cleaning and janitorial functions; Purchasing practices; Office equipment; Operation of motor tools; Agency security system; Intermediate mathematical principles; Maintenance and operation of smoke alarms, exit signs, heating and cooling units, and other building components.	Writing; Maintenance and repair of building and equipment; Maintain tools; Maintain office equipment.	Exert light to moderate physical effort; Maintain accurate records; Complete forms; Operate cleaning equipment; Maintain security system; Price, order, and distribute supplies; Maintain smoke alarms, exit signs, heating and cooling units and other building components; Operate motor tools; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages).
<b>IV</b>	Supervisory practices; Safety practices; Janitorial and cleaning functions; Automotive maintenance and repair; Carpentry practices; Machinery repair; Plumbing practices; Electrical functions; Telephone and wiring repair.	Maintenance and repair of buildings and equipment (i.e., electrical, plumbing, carpentry, sheet metal, painting, plastering, refrigeration, heating).	Exert considerable to heavy physical effort; Work in an environment which requires protective clothing or gear; Repair equipment (e.g., mowers, weed-eaters, chain saws); Repair automobiles; Perform carpentry; Perform plumbing repairs; Perform electrical repairs; Perform telephone and wiring repairs; Painting.
<b>V</b>	Supervisory practices; Janitorial and cleaning functions; Safety practices	Cleaning; Snow and ice removal.	Exert considerable to heavy physical effort; Operate cleaning equipment; Remove snow and ice from walkways and drives; Empty trash.
<b>VI</b>	Inventory control; Purchasing practices; Intermediate mathematical principles.	Organization; Purchasing.	Determine equipment needs; Disburse equipment; Purchase equipment; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages).



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<b>VII</b>	Supervisory practices; Groundskeeping practices.	Lawncare.	Cut grass; Trim hedges; Rake leaves.
<b>VIII</b>	Office practices and procedures; Office equipment.	Oral communication; Organization.	Answer routine questions/inquiries; File material numerically, alphabetically, and/or chronologically.



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### **Minimum Qualifications**

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires two years of experience in general landscaping, machine maintenance, and general building maintenance or similar job-related experience.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires a good deal of responsibility for the safety of others. This position requires the incumbent to take reasonable care to prevent injuries to others. Errors, however, will not normally result in severe injury to others. Additionally, the machinery typically used in this position involves moving parts and hence, the incumbent must take precautions when using and demonstrating how to use the equipment. The employee works mainly outdoors, under variable conditions. As such, the incumbent is exposed to environmental factors (e.g., cold, excessive heat, noise, fumes, vibration, etc.) while performing landscaping and general building maintenance duties. The position involves risks and discomforts that require special safety precautions. The employee uses power tools, climbs ladders, is exposed to electricity, and runs the risk of serious injury.