

## SPECIAL PROJECTS FOREMAN

**GENERAL STATEMENT OF DUTIES:** Leads, participates and provides instruction and training on special community improvement projects involving the maintenance and repair of buildings and grounds; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is work involving responsibility for supervising a number of laborers in the performance of unskilled and semi-skilled maintenance work and for personally performing the more skilled work on special community improvement projects. The work differs from ordinary foreman work in that an employee in this position is expected to provide training for laborers assigned to him in basic construction and maintenance skills. The work is performed under general supervision with leeway provided for the use of independent judgment.

**EXAMPLES OF WORK:** (Illustrative only)

- Supervises and trains subordinates in various carpentry, masonry and building chores;
- Personally performs more complex carpentry, masonry and building duties;
- Advises on materials, cost, man-power and time needed for individual projects;
- Leads in the installation and repair of moderately complex electrical and plumbing equipment;
- Leads and performs repairs of boilers and related heating equipment;
- Prepares evaluation, progress and time records on subordinates.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the common practices, tools and safety procedures on one or more of the mechanical or construction trades and working knowledge of one or more additional trades; ability to train and instruct others in semi-skilled work; supervisory ability; ability to plan projects and lay out work for subordinates; mechanical aptitude; ability to maintain records and make reports; initiative and resourcefulness; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Three years of experience in general building construction or maintenance work in one or more of the standard trades such as carpentry, masonry, plumbing, electrical or any equivalent combination of training and experience.