

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 005210  
Grade 21**

**WORKFORCE LEADER IV**

**DEFINITION OF CLASS:**

This class involves daily supervision of crew supervisors and crew members at a depot (as Chief Work Force Leader for a District Supervisor), or supervision of a sub-depot or supervision of a specialty crew within the Division of Highway Services in road construction and maintenance, right-of-way maintenance, specialty construction and maintenance (such as bridge rehabilitation), neighborhood clean ups, special event support and related projects. Contacts include the public, other Department/Agency representatives, vendors, contractors, supervisors and subordinates, and involve instructing, advising, planning and coordinating activities to obtain desired actions and resolve work problems. This class of work entails some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class, working under general supervision, is responsible for organizing the work, obtaining and coordinating resources and supervising personnel within priorities and schedules predominantly established by higher level supervisors. However, the employee uses judgment to decide or recommend short-term reprioritization of work and/or reallocation of material or personnel resources to meet changing objectives and situations according to overarching requirements and objectives, such as customer service and quality standards. The Work Force Leader IV selects and applies the right guidelines to deal with recurring activities, taking into consideration the work to be done, number and types of employees available/needed, and the availability of materials and equipment required. The Work Force Leader IV also adapts guidelines and makes independent decisions to meet objectives in unusual situations and unforeseen events. Work involves explaining work requirements, methods and procedures to subordinate supervisors and/or journey employees and frequently reviewing their work in progress and upon completion. The Work Force Leader IV's completed work is evaluated for effective and economical use of personnel, equipment, materials, and methods to meet production goals and quality standards.

Report writing and record keeping are important aspects of the work, but the majority of the employee's time is spent outside in all kinds of weather conditions overseeing the work of their employees or of contract crews. Some positions in this class involve more "hands-on" work than others, but most work of the class involves high levels of dirt, dust, grease, heat and humidity and other adverse weather as well as occasional requirement for use of personal protective gear and special safety precautions due to such risks as dismounted proximity to moving engineering equipment and fast-moving traffic in and around construction and maintenance sites. The Work Force Leader IV regularly moves about uneven terrain, crouches and bends, stands and walks for long periods and performs similar physical effort.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Plans and supervises daily, weekly or longer work schedules and general sequence of operations for the crews of a depot, a sub-depot or a specialty crew, such as a bridge crew or sidewalk crew.
- Investigates, resolves, and reports on unusual problems regarding the condition of roads, bridges, sidewalks, aprons, etc.
- Determines equipment, material and types of employee skills required and assures that material is ordered and delivered to work sites.
- Helps develop quality and quantity standards; spot checks work operations; and reviews completed work and inspection reports to assure that production and quality standards are met.
- Coordinates work operations as needed with the supervisors of other organizations and functions.
- Plans the work of the crew(s) supervised with other crews or units or contractors that may be involved.
- Promotes participation of subordinates in management programs such as beneficial suggestions, quality assurance, and cost reduction.
- Schedules and approves leave requests of subordinates.
- Conducts employee performance appraisals and determines training needs.
- Initiates recommendations for promotion or reassignment of employees.
- Counsels employees and adjusts informal complaints and grievances through discussion with affected employees; initiates disciplinary measures as necessary.
- Maintains production reports and records, including time and materials expended.
- Directs a portion of countywide road and street snow removal and treatment for ice and snow.
- Identifies need for and recommends purchase of new/replacement equipment.
- Instructs subordinates on proper methods, procedures and uses of tools and equipment common to work performed, and enforces safe work practices.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of all the tools and equipment appropriate to the assignments of the crew(s) supervised.
- Knowledge of critical engineering principles and techniques for the construction and maintenance of roads and such appurtenances as catch basins, pipe culverts, sidewalks, curbs, bridges, utilities and landscaping.
- Knowledge of roadway related standards of construction and supporting plans, specifications and drawings.
- Knowledge of laws, regulations, labor-management agreements and other guidelines governing human resource management in the County sufficient to supervise subordinate personnel.
- Knowledge of the procurement regulations and contract management to contact vendors, work with contractors and approve payments, as authorized.
- Skill in supervision.
- Skill in making time and material estimates, maintaining records and preparing reports, including costs-benefits.
- Skill in written communication to effectively prepare and use written reports, guidelines and other materials.
- Skill in verbal communication to effectively exchange information with personal contacts.
- Skill in using computer equipment in a variety of applications.
- Interpersonal skill to establish and maintain effective working relationships with people from diverse backgrounds at different levels in a wide variety of situations.

**MINIMUM QUALIFICATIONS:**

**Experience:** Six (6) years of experience in either highway general construction and maintenance work or specialty construction/maintenance work, such as bridge construction, road resurfacing operations or trees and forestry management, two (2) years of which must have been at the working leader/supervisory level.

**Education:** Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**Physical Ability:** Ability and willingness to work in the field in adverse weather and under hazardous conditions and to perform physical tasks.

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core II Exam.

**Class Established:** April 1963

**Revised:** August 1976

December 1984

**Classification Study:** May 1991 (M)

December 1993

**Classification Study:** November 2001 (M)

July 2008

April 2010

August 2013

**CDL License Requirement Deleted (7/08)**