

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

**Code No. 005212  
Grade 18**

**WORK FORCE LEADER II**

**DEFINITION OF CLASS:**

The Leader in this occupational class supervises an assigned work or delivery crew(s) while working with the crew in the field. The work supervised is primarily unskilled and semiskilled and typically includes Truck Drivers/Warehouse Workers, Equipment Operators and Public Service Workers, but may also include skilled Public Service Craftworkers. Contacts generally are limited to the crew to which assigned and other employees in the immediate work unit to obtain and provide information and instructions; however, on a less frequent basis contacts are also maintained with private contractor representatives, material suppliers and utility company representatives to arrange for deliveries, coordinate work, etc., and citizens to answer their questions about work performed. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

The Work Force Leader II, working under general supervision, ensures that work is effectively accomplished according to a pre-established, prioritized schedule and well-established operating procedures based on available personnel resources, equipment and materials, and in consultation with the immediate supervisor. Significant deviations from the established guidelines, instructions, or practices are discussed with or referred to the supervisor for assistance and/or approval. The complexity of this class of work involves several factors, to include work planning and organization on a daily and/or weekly (field project) basis to ensure efficient use of resources, on site work leadership and review to ensure it is done correctly, safely and timely, and work recording and reporting on a daily or weekly basis to support effective planning by others above the crew level. The impact of the Work Force Leader's work is realized in well-maintained roads, grounds and/or structures or timely, safe, cost-efficient delivery service to alcohol beverage retail establishments and the effectiveness of the field crew supervised – the Work Force Leader II is expected to ensure the effective and efficient accomplishment of all recurring assignments of the crew. Leaders in this class approve leave, recommend selection and promotion, give or ensure training, manage performance and counsel subordinates.

Work is generally performed outdoors in tiring and uncomfortable positions for long periods, e.g., employees continuously bend, reach, stretch, lift, stoop, climb and crouch, at times in cramped quarters and/or awkward positions. The Work Force Leader II regularly exerts medium physical effort, such as pulling, pushing, lifting and carrying items weighing up to fifty (50) pounds, and occasionally performs heavy physical effort, such as pulling, pushing, lifting and carrying items weighing over fifty (50) pounds. The Leader, by working close to heavy traffic, operating power tools/equipment and being around moving machinery, is exposed to hazards that require constant awareness, adherence to special safety precautions to safeguard the worker, and use of some safety equipment/clothing, including safety shoes, hard hats, ear protectors and/or respiratory masks. The Leader also uses computer equipment to make obtain and exchange information and make report. Work is performed outdoors where the Leader is regularly exposed to severe weather, grease, dirt and muck from digging and working amid runoff, storm drains and catch

basins, asphalt and other bituminous products, noxious or malodorous fumes, high levels of dust and similar unpleasantness and discomforts.

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

- Supervises and participates in the work of an assigned work force which includes, but is not limited to: roadway patching and sealing; sidewalk and curb and gutter repairs and replacement; re-grading and re-sodding of shoulders and ditch lines; cleaning and repairing storm drainage structures and pipes; maintenance and repair of multi-level parking garages and hard surface parking lots; grounds maintenance of rights of way; pruning and removal of trees.
- Supervises and participates in the work of an assigned work force which includes, but is not limited to: delivering beverage alcohol to retail establishments in various locations in Montgomery County; coordinating and assigning daily delivery routes to drivers; and validating CD status of drivers and sub-drivers on a daily basis.
- Assures efficient accomplishment of work assignments by subordinates within work schedules set by higher levels of supervision.
- Plans daily and sometimes weekly work schedules and sequence of operations for subordinates in consultation with immediate supervisor; makes minor shifts in work crew personnel as required.
- May recommend to supervisor the priority, order, number and/or types of assignments to be done daily; the numbers and types of employees needed, considering skills and personnel available to do the work; and the availability of materials and equipment required.
- Regularly inspects conditions of roads, buildings, streams, culverts, public parking garages and lots and other structures and buildings and reports on type and extent of repairs needed.
- Contacts suppliers and sometimes vendors and/or manufacturers, as needed, to facilitate supply of material needed.
- With approval or per procedures, instructs and sends workers to obtain material for delivery to work staging area and/or work site to facilitate work crew efficiency.
- May coordinate daily work of the employees supervised with other crews and/or contractors that may be involved.
- Inspects work as it progresses and upon completion to assure conformance with written and verbal instructions.
- Provides safety training and may participate in accident review committee deliberations.
- Maintains daily records of equipment, materials and employees utilized to complete work assignments.
- Maintains daily work records and prepares standard reports.
- Monitors maintenance and status of equipment used in delivery of alcoholic beverages, i.e., hand trucks, ramps, etc. Oversees vehicle repair and maintenance schedule.
- Approves leave, evaluates and counsels employees on work performance, and recommends promotions, reassignments and selections.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of, skill in the use of and ability to operate those hand and power tools and equipment appropriate to the tasks generally assigned to the work force for which the employee is responsible.
- Skill to apply work orders, drawings and plans to field situations.
- Skill to make time, material and personnel estimates and to create and maintain routine records and prepare straightforward reports.
- Ability to plan, to organize, to assign, to lead, and to supervise the work of others.

- Ability to understand and effectively carry out written and verbal instructions and to understand and interpret technical plans.
- Ability and willingness to courteously and effectively work with personal contacts.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of experience appropriate to the assignment of a Work Force Leader II position.

**Education:** Ability to read and write.

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

**Physical Ability:**

- Ability to regularly exerts medium physically effort, such as pulling, pushing, lifting and carrying items weighing up to fifty (50) pounds, and occasionally performs heavy physical effort, such as pulling, pushing, lifting and carrying items weighing over fifty (50) pounds.
- Ability to independently perform moderate to heavy manual labor tasks for extended periods, often under adverse weather conditions.

**LICENSE:**

- Possession of a valid medically certified State of Maryland Class B (or equivalent) Commercial Driver's License from an applicant's state of residence.

**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:** January 1965

**Revised:** August 1976

December 1984

October 1985

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

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

August 2013

October 2014