

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

**Code No. 005213  
Grade 13**

**WORK FORCE LEADER I**

**DEFINITION OF CLASS:**

This work involves leading and regularly participating "hands on" in a variety of work of a crew of employees assigned primarily unskilled and some semiskilled manual labor duties requiring little technical knowledge or skill. Contacts generally are limited to the crew to which assigned and other employees in the immediate work area to obtain and provide information and instructions. This class of work may entail 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 ensuring that pre-assigned work is completed on time in accordance with well-defined standard operating and safety procedures; changes to instructions and/or work methods may be implemented only with supervisory approval. Work is characterized by the occasional simultaneous dispersion of crew members to more than one work site, although normally the crew functions as a single unit at the same work site. Work is performed outdoors in all types of weather conditions, often near moving traffic, and/or indoors where the employee is exposed to drafts, noise, dust, grease and dirt and normally involves extended periods of standing and walking. Further, the employee leads the crew by participating in tasks which may be performed on ladders and scaffolding and in ditches; the work requires bending, crouching, digging, lifting, carrying and otherwise independently and with other employee(s) and/or with equipment moving light to very heavy objects. Basic safety precautions such as the wearing of gloves, steel toe shoes, and the frequent wearing of reflective vests and hard hats further characterize this occupational class.

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

- Leads and participates in the work assigned to a crew by passing on to other workers instructions received from supervisors.
- Ensures that needed instructions, materials, equipment and tools are available.
- Checks work of crew in progress and when finished to determine if supervisor's instructions on work sequence, procedures, methods and deadlines have been met; reports to supervisor on status and progress of work, and causes of work delays.
- May drive small trucks, operate power equipment, and use hand tools.
- Maintains simple time and material records, and trains and instructs sub- ordinate employees.
- Provides to supervisor performance evaluation recommendations for members of assigned crew.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and skill in the use and care of those hand and power tools and equipment typical of the position to which an employee is assigned.
- Ability to understand and carry out verbal and written instructions.

- Ability to understand simple drawings and plans.

**MINIMUM QUALIFICATIONS:**

**Experience:** Two (2) years of manual labor experience appropriate to the assignment of a Work Force Leader I position.

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

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

**Physical Ability:** Ability to independently perform light and heavy manual labor tasks for extended periods, often under adverse weather conditions.

**License:** If required by the position of assignment, possession and maintenance at all times of a valid Class "C" driver's license from the applicant's state of residence.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

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

**Class Established:** May 1965

**Revised:** July 1969

August 1976

December 1976

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

August 2013

May 2015