

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

**Code No. 005211
Grade 19**

WORK FORCE LEADER III

DEFINITION OF CLASS:

This work involves supervision of and some possible participation in the work of usually two or more independent work crews performing unskilled, semiskilled and/or skilled work that is mainly or exclusively performed outdoors. The work supervised normally includes Equipment Operator, Public Service Crafts workers and/or Public Service Workers and requires the leadership presence of one or more Leaders subordinate to the subject class. Primary contacts in this class are with the employees supervised to give directions, establish work assignments, answer questions and resolve problems, with supervisory and engineering personnel to receive work assignments, discuss unique work orders and situations or problems, decide on field engineering fixes that may be at variance with engineering plans, and to otherwise plan, assign and review work and perform, supervisory personnel functions. Other contacts include coworkers in the immediate and related work units to exchange work-related information, the general public to answer questions and complaints about work done or not done, and representatives of private contractors, municipalities and special taxing areas to coordinate unit and crew work. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

A Leader in this class, working under general supervision, ensures that work which has been prioritized and scheduled by higher level authority is effectively accomplished on time according to well-established operating procedures based on available personnel resources, equipment and materials, and in consultation with immediate supervisor. Significant deviations from the established guidelines/instructions/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, weekly and/or monthly basis to ensure efficient use of resources, work review to ensure it is done correctly, safely and timely, and work recording and reporting on a daily, weekly and monthly basis for effective planning within and above the unit of assignment. The impact of the Work Force Leader III employees work is realized in clear and safe roadway signage and pavement markings and the effectiveness of the marking crew led – the Leader is expected to ensure the effective and efficient accomplishment of all recurring assignments of subordinate crews and unit(s). Work Force Leaders III employees approve leave, recommend selection and promotion, give or ensure training, and manage performance and counsel subordinates. Typically work is performed around equipment, often including moving traffic, and near ditches, culverts, streams, inside buildings, and other locations where diversified equipment and tools are found. On a regularly recurring basis, Leaders in this class encounter such discomforts and unpleasantness as adverse weather and moderate levels of noise, dust, dirt and grease. They use potentially hazardous tools and equipment and work in close proximity to moving traffic requiring use of personal protective gear, such as gloves and steel-toed boots, and related safety precautions, such as constant awareness and reflective vests. They perform light to moderate physical effort, such as long periods of standing and walking, bending, stooping and crouching, some lifting of moderately heavy objects, and recurring or extended use of computer equipment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Supervises and occasionally participates in the work of assigned crews whose work includes, but is not limited to: traffic signal construction; refuse transfer station operation; sign fabrication and installation; and, general maintenance and some construction work associated with highways and parking garages and lots.
- Assures efficient accomplishment of work assignments by subordinates within general work schedules set by higher levels of supervision.
- Plans weekly work schedules and sequence of operations for subordinates in consultation with immediate supervisor; makes minor shifts in work crew personnel as required.
- Decides or recommends to supervisor the priority, order, number and type of assignments to be done daily; the number 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 vendors and manufacturers, as needed, to facilitate procurement or procure needed tools, vehicles and material.
- With approval or per procedures, assures that material is ordered and delivered to warehouse, work staging areas and/or work sites to facilitate work crew efficiency.
- Coordinates work of the employees supervised with other crews, units and/or contractors that may be involved.
- Inspects employee and contractor work in progress and/or upon completion for adequacy and compliance with approved methods, practices, work orders, drawings/field conditions and contracts.
- Creates and maintains work records and prepares standard reports.
- 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 the methods, materials, occupational hazards and equipment appropriate to the assignment of a Work Force Leader III position.
- 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 understand and effectively carry out written and oral instructions and to understand and interpret technical plans.
- Ability to plan, to organize, to assign and to supervise the work of others.
- Ability to independently inspect construction/maintenance sites and to occasionally participate in the work of crews, often under adverse weather conditions.
- Ability and willingness to courteously and effectively work with personal contacts.

MINIMUM QUALIFICATIONS:

Experience: Four (4) years of experience appropriate to the assignment of a Work Force Leader III position.

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.

LICENSE:

- Possession and maintenance at all times of a valid Commercial Driver's License from the 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: July 1965

Revised: July 1969

December 1984

Classification Study: May 1991 (M)

Classification Study: November 2001 (M)

April 2010

August 2013