



JOB TITLE:	<b>CHIEF LABORER</b>	DIVISION:	<b>BRIDGE</b>
REPORTS TO:	<b>SUPERINTENDENT OF FACILITY &amp; EQUIPMENT</b>	EEO CATEGORY:	<b>08 - SERVICE</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under the direction of the Facility & Equipment Superintendent, this position supervises general labor and janitorial duties for routine maintenance and repair of District buildings, roadways and facilities.

### Essential Responsibilities

- Supervises and assists personnel in daily clean up and routine maintenance including janitorial duties of the following: *Toll Booths and Administration Building (inside and out when required); and Restrooms at Machine Shop, Electric Shop, Carpenter's Shop and District Services Office Painters' and Machinist's Lunch and Locker Rooms.*
- Sets up and supervises flagging operations and roadway diversions for crews working on roadway
- Supervise crews engaged in routine and emergency roadway and pavement repairs.
- Assists Cement Mason and Carpenter with Laborers and Equipment to accomplish Bridge work priorities
- May work in and around Poison Oak
- Directs crew to perform office moves and renovations of District Facilities as required
- Supervises crews engaged in general maintenance and small scale construction activities, which will include Concrete, Asphalt, Carpentry, and Landscaping
- Inspects work to ensure compliance with prescribed methods, procedures and standards
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

### Required Knowledge, Skills and Abilities

#### Knowledge of:

- District Policies and applicable Memorandum of Understanding (MOU)
- Occupational health and safety rules and working practices applicable to this position.



- Operation of Street Sweeper/Scrubber for cleaning of the Toll Lanes and the Plaza
- Methods, tools and practices of construction and general maintenance

**Skill in or Ability to:**

- Supervise and motivate employees
- Effectively communicate orally and in writing; coordinate work with other trades and crafts in the District.
- Read and comprehend plans or instructions or procedures correspondence or memos.
- Plan, organize and schedule Department work projects in a timely manner to accomplish Bridge Division Goals
- Perform heavy manual labor
- Operate District equipment
- Ensure that those safety program activities applicable to his or her crew and department are effectively implemented and the department follows established safe work practices and obey all safety rules
- Demonstrate computer skills required for District's timekeeping, record keeping and material ordering requests as well as communication using email.
- Set-up road closures or diversions

**Minimum Qualifications**

**Education and/or Experience:**

Minimum of five years in the construction field. A High School diploma is required. Previous supervisory experience is desirable.

**Required Licenses:**

- Must possess and maintain a current, valid California Class B driver's license and satisfactory driving record
- No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.

**Physical Requirement:**

Work is performed outside in varying weather conditions. Ability to load and unload materials. Work may be performed under hazardous traffic conditions. Must be able to stoop, bend and lift up to 100 pounds with assistance. Must be able to work at heights. Will be required to wear a respirator, or other safety gear. Must be willing to work overtime and special shifts that will require working at night.

This position may have a potential for or actual exposure to lead. Pursuant to OSHA regulations, District employees are not exposed to lead at concentrations greater than 10 micrograms per cubic meter ( $\mu\text{g}/\text{m}^3$ ) of air averaged over an 8-hour period.