



CONSTRUCTION FOREMAN

Characteristics of Work

This is responsible supervisory work in the maintenance of existing structures and erecting of new structures for a department of state government. The work includes coordinating the activities of journeyman level workers and their helpers in performing specialized and sometimes difficult construction and maintenance work. Incumbents in this classification usually follow a pre-set plan and specifications. However, many decisions are made at his own discretion. Technical advice is usually available from a professional superior. The work performed is usually inspected during progress and upon completion. Supervision is exercised over skilled workers and helpers under his supervision.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Plans, directs and supervises a crew of workers engaged in both new and reconstruction work, including clearing, filling, grading and laying new surfaces.

Plans work schedules so as to obtain maximum production for maintaining high standard of performance.

Instructs subordinates in procedures and methods to be used.

Studies construction plans and assists with the requisitions of equipment and supplies.

Develops such plans as are necessary to obtain satisfactory, and efficient workmanship.

Inspects supplies received for compliance with purchase specifications; consults with administrative superior regarding plan changes.

Maintains a record of kinds and locations of surplus materials.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Oversees and directs various construction and maintenance projects.
2. Ensures adequate supplies and materials to complete projects.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Very Heavy Work: May frequently exert force equivalent to lifting over 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of the job, the incumbent is regularly required to stand; walk; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience at the journeyman's level in a construction trade.

Substitution Statement

Above graduation from a standard four-year high school diploma or equivalent (GED), related education may be substituted on an equal basis for the required experience, with a maximum substitution of two (2) years.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.