



Job Specification

Job Title: Labor Foreman
BCAT Code: 805X AG
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Directs and oversees crews performing trash removal, vehicle maintenance and moving services for the University. Covers duties for absent employees. Handles emergency requests.

Examples of Duties

- Organizes work assignments for employees.
- Schedules moving crew activities.
- Prepares simple reports on work group's performance.
- Issues equipment and supplies to employees.
- Inspects facilities for needed services; discusses service requests with customers.
- Serves as back up for the Unit Head.
- Trains employees in the proper methods and procedures used to perform their duties.
- Directs room set-ups for meetings and events.
- Assists with large moving tasks.
- Participates in the performance evaluation of crew workers.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to lift heavy objects and perform sustained manual labor.
- Knowledge of applicable procedures for each area of assignment.
- Skill in communicating effectively and motivating work crews.

Minimum GSU Hiring Standards

High school diploma or GED and three years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.