

Class Specification
for the Class:

GENERAL LABOR SUPERVISOR
F103; BU:02

Duties Summary:

Supervises the performance of a variety of manual unskilled and semi-skilled work in the construction, maintenance or repair of highways, roads, grounds, drainage systems, buildings, or other structures; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first level full supervisory class in the series.

This class differs from that of General Laborer II in that the General Labor Supervisor plans, lays out and inspects the work of a large group of laborers and perhaps other workers on a substantially full-time basis and only occasionally may perform laboring work; whereas the General Laborer III spends a majority of the work time in performing a variety of unskilled and semi-skilled manual labor work tasks and, in addition, supervises other laborers.

Examples of Duties:

Oversees and reviews the work of laborers engaged in maintaining or repairing bridges, roads, fences, and drainage systems and performing minor repair work on buildings and warehouses; plans and makes work assignments; supervises, directs and oversees laborers engaged in cutting grass, clearing and burning brush and undergrowth, weeding, digging trenches, cutting firewood, and in cleaning sidewalks and roadside areas; supervises the cleaning of storm drains, culverts, and catch basins; supervises the setting and running of a line of rat traps; supervises wards or inmates in the sorting, carrying and stacking of lumber and surplus building materials; supervises the collecting and removal of refuse and waste materials and the filling and leveling of sidewalk areas; supervises the loading and unloading and storing of foods, soil, sand, gravel rock, lumber, and other building materials; instructs laborers in the proper use and care of hand tools such as axes, saws, hammers, shovels, picks, and wrecking bars and in applying safety precautions when using these tools; maintains time records, records of materials and supplies used; prepares and submits work reports; may operate a light truck in transporting men and materials to and from jobs.

Knowledge and Abilities Required:

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work, including safety practices; principles and practices of supervision.

Ability to: Plan, lay out, assign, and review the work of a large groups of laborers and others; estimate time and materials needed to complete laboring jobs; keep simple work and time records and make reports; give and receive written and oral instructions; deal effectively with subordinates and obtain good results from workers supervised; deal effectively with other supervisors in organizing and expediting work; act quickly in emergencies; work long hours, occasionally under emergency and adverse weather conditions; occasionally personally perform heavy manual labor tasks.

Minimum Qualification Requirements:

Experience and Training: Four (4) years of manual, unskilled and semi-skilled work experience and including one (1) year of supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the class specifications for the class, GENERAL LABOR SUPERVISOR, to update the supervisory experience requirement, effective February 16, 2009.

This is an amendment to the class specifications for the class, GENERAL LABOR SUPERVISOR, to include the mental/emotional requirement, effective April 16, 2005.

This is an amendment to the class specification for the class GENERAL LABOR SUPERVISOR approved on December 7, 1955.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: February 16, 2009

JANICE YEE
VP/Director of Human Resources