Job Title: Labor Foreman

BCAT Code: 093X04          Effective Date: April 1, 2007
Pay Grade: G11      FLSA Status: Non-Exempt        Revision Date: July 1, 2013

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

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

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

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