



City of Kansas City, Missouri Job Class Specification

Job Title: LABOR LEADER

Department: MULTI

Job Code: 5111

Status: NONEXEMPT

Grade: L-6

Summary

Leads and participates in the work of a group engaged in skilled and unskilled operations.

Work involves responsibility for effectively laying out work, and occasionally giving moderately technical instructions to skilled and semi-skilled subordinates. An employee of this class implements and follows through on general instructions received from supervisors. Work is inspected routinely while in progress and reviewed upon completion for results obtained.

Duties and Responsibilities

- Assigns, leads and participates in the work of an assigned crew; determines needs and requisitions tools, materials, and equipment for necessary repair and maintenance work.
- Directs safety activities among employees and assigned crew; conducts safety training programs and meetings with a crew.
- Receives requests for emergency and unscheduled work and makes arrangements for prompt performance of work.
- Instructs employees in new methods of work and in procedural changes.
- Maintains necessary reports such as completing time sheets, activity reports, accident, injury, and equipment condition reports; helps to resolve employee complaints.
- Receives and resolves complaints from the general public regarding specific situations pertaining to area of assignment.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:
Equipment and methods used in skilled and semi-skilled labor and maintenance work in relation to assigned tasks.

Working knowledge of:
Fundamental construction and maintenance practices.
Occupational hazards and standard safety precautions in laboring work.

Ability to:
Plan, assign, and lead the work of assigned subordinates.
Maintain appropriate records and prepare necessary reports.
Establish and maintain effective working relationships with associates, subordinates, and the general public.

Education and Experience

Three (3) years experience of a progressively responsible nature in construction or maintenance work including one (1) year at the level of Maintenance Worker.

Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Possession of a valid CDL (Commercial Driver's License) Class A, B, Or C issued by the state of Missouri prior to the end of the employee's probationary period (Appropriate CDL will be determined by the department).▪ Must pass a physical examination as prescribed by the City.▪ Will be required to pass a preemployment drug screen.▪ Must pass a background check as prescribed by the City.
Supervisory Responsibility	None.
Supervision Received	Work is performed under general supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	7/75
Revised	3/92, 10/03, 9/06, 1/08, 8/2022 , 01/2024