

Sam Houston State University Human Resources

Staff Classification Description – Foreperson

Skill Category: Skilled Craft
Position (Employee) Class: 6N130 (N1)
Grade: 12
Date: 10/2014

Department: As assigned

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Technical/vocational training related to job duties would be helpful. Minimum of eight years in a particular area, field, or craft, performing at a journeyman or equivalent level with at least one (1) year supervisory experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides supervision, coordination and leadership to employees in assigned areas in a particular craft, skill or unit.

Supervision Given & Received: Works under general supervision and is expected to actively participate in work activities with direct supervision of three to nine clerical, craftsmen, laborers, students, and any employees assigned area.

Primary Responsibilities: Oversees the supervision and leadership of all subordinate employees in an assigned area or unit of responsibility. Plans, organizes, and controls assigned duties. Directs, delegates, and oversees the work of assigned employees. Schedules work assignments. Handles employee relations, problems, and other employee related areas such as interviewing, evaluating, making recommendations of applicants, and present employees. Oversees discipline of employees. Provides training, both formal, informal, on the job training (OJT), and job knowledge from past experience. Assists in budgets, reports, department policies, and procedures. Performs other related duties as assigned.

Other Specifications: Good working knowledge of the various types of equipment used in the assigned areas in a particular craft, skill, or unit. Proficiency in all phases of work performed. Working conditions are considered fair but involve more than average (25-50%) exposure to one or more disagreeable elements or hazardous equipment, materials, and chemicals. Contacts will vary according to particular department and area assigned. Other University departments, faculty, staff, students, and off campus agencies. Work requires the exercise of moderate judgment in the application and interpretation of policy, procedures, or practices to work problems of a well-defined nature. Decisions and commitments usually relate to many minor problems and occasionally to a major one. Moderately serious consequences or loss may result from errors in judgment.

Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.