

WORKING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of ordinary difficulty involving responsibility for overseeing and participating with a small group of laborers performing a variety of routine tasks. Instructions are received regarding work to be done, and how to do it when new or unusual procedures are involved. Superiors check the work in progress and upon completion by inspections and review of reports. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and participates in the cleaning, maintenance and repair of streets, waterlines, sewers, and/or municipal buildings;
 Leads and participates in the construction, maintenance and repair of bridges, culverts and other structures;
 Leads and participates in snow removal, street sanding tasks, litter and dust control, and/or compaction of waste;
 Leads and participates in tree trimming and removal activities;
 Leads and participates in the construction of sidewalks, curbs, retaining walls, and erecting building partitions;
 Leads and participates in maintenance and upkeep of recreation facilities;
 Oversees and participates in the cleaning, oiling and preventative maintenance of tools and equipment;
 Schedules hours and prepares reports/logs of information;
 Performs various manual tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of practices, tools and terminology of at least one of the routine public works activities, such as street, waterline, sewer or park, buildings and grounds maintenance; good knowledge of the geography of the area; ability to follow oral and written instructions; ability to work well with others; ability to prepare simple activity records and reports; dependability; willingness to work under difficult weather conditions and to respond to emergency; physical endurance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from High School or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time equivalent, as a laborer or motor equipment operator in building or road construction, public works or in closely related activities; OR
2. Three (3) years full-time paid experience, or it's part-time equivalent, as described in (1) above;
OR
3. An equivalent combination of training and experience as defined in (1) and (2) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's License at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: 4/14/10; 4/12/21

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE