



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	MOBILE WORK CREW SUPERVISOR
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	07/11/07
Revised: CSM	09/13/17

DISTINGUISHING FEATURES OF THE CLASS:

This semi-skilled work involves responsibility for supervising the work of a small crew of work program clients at various sites throughout Cayuga County. The incumbent is responsible for planning, scheduling and organizing the work of the clients to carry out the objectives of the work relief program. The incumbent also participates in the work programs as a working supervisor. Leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the work of work program participants in a variety of activities such as but not limited to mowing, clearing land and roadsides, painting, maintenance of buildings, parks and recreational areas, etc. Participates in the work along with supervising the work of other crew members; Plans and organizes work projects with various public and not-for-profit agencies; Responsible for the scheduling of sufficient work for work crew members; Transports clients with transportation barriers to and from work site; Communicates with work sites regarding no-shows or discipline problems; Trains and monitors the participants assigned regarding safety and work expectations; Instructs crew members on how to best accomplish work tasks; Counsels crew members for non-compliance with work rules and safety procedures and may issue formal warnings; Assists clients to overcome other barriers hindering work program participation; Responsible for maintaining accurate time records and any other reports related to client participation in projects; Responsible for requisitioning supplies and materials necessary for crew members to complete projects; Advises Supervisor of anticipated needs, progress and problems encountered; Advises and seeks approval from Supervisor for future planning of work projects; Reports progress of various participants of work crew to Supervisor; Performs related tasks as assigned or required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the tools, equipment and practices needed for the maintenance and repair of parks, recreational areas, and maintenance of highways and grounds; Ability to plan and organize the work projects and various public and not-for-profit agencies; Ability to plan and supervise the work of a crew of work program public assistance recipients; Ability to understand and follow oral and written instructions; Ability to keep accurate records; Ability to learn and use departmental and state rules and regulations in order to complete objectives; Initiative; sound judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered 2-year college with an Associate's Degree in engineering or construction technology, building maintenance, heating, refrigeration, electrical technology, or related field AND 2 years of experience in buildings, highway, or park maintenance or construction activities; one year of which shall have included the supervision of others; OR
- (B) Graduation from high school or possession of an equivalency diploma AND possession of Certification as a Journeyman in one of the recognized trades such as carpentry, plumbing, or electrical which shall have included one year of experience in the supervision of others; OR
- (C) Graduation from high school or possession of an equivalency diploma AND 4 years of experience in buildings, highway, or park maintenance or construction activities; one year of which shall have included the supervision of others; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

IMPORTANT NOTES:

- To attain journeyman level, must finish a 4 to 6 year apprenticeship program depending on the trade.
- If using qualification B, candidate must provide documentation.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- Eligibility for an appropriate level NYS Driver's License at the time of application for appointment.
- Possession of the license at time of appointment.