



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Working Crew Leader**
Jurisdictional Class: Non-Competitive (PJC)
Civil Division: Town of Brutus
Adoption: CSM 11/8/17
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for leading and participating in the work of a small group of laborers engaged in routine manual work on a project or site assignment basis. This is manual work of ordinary difficulty involving responsibility for acting as work leader over a small group of laborers. Supervisory responsibilities are usually restricted to ensuring that the employees working are doing their jobs properly and diligently. This class is distinct from a Labor Crew Leader in that the Labor Crew Leader usually has regular continuing supervision over a crew of laborers while Working Crew Leader exercises supervisory responsibilities only as a particular occasion demands. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Leads and participates in using small lawn mowers, weed eaters and hand tools such as shovels, scythes, forks, rakes and paint brushes in ground/park maintenance and beautification work;
Leads and participates in general clean-up and maintenance work such as staining park bridges, fences, etc. removing debris, raking leaves, cutting grass, pulling weeds and other miscellaneous hand jobs which focus on grounds maintenance and beautification work;
Leads and participates in keeping trucks, mowers, and all tools used clean, in good working condition and damage free;
Works with Town Supervisor/Town Highway Superintendent to plan specific projects on an as needed basis and keeps Town Supervisor/Town Highway Superintendent informed regarding progress;
Maintains simple records such as payroll hours and progress reports;
May operate a pick-up truck in connection with the above work and or transportation of employees to and from job sites.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to supervise the work of other laborers engaged in routine tasks;
Ability to understand and follow oral and written directions;
Ability to maintain records and create oral or written progress reports;
Ability to get along well with others;
Willingness to perform routine manual tasks and work under all weather conditions;
Physical endurance and condition commensurate with the demands of the position;
Ability to withstand labor for the day;
Working knowledge of the common practices and use of tools needed to complete tasks in the field of activity to which assigned.

MINIMUM QUALIFICATIONS:

- (A) Graduation from High School or possession of a General Equivalency Diploma AND (1) one year of experience in the operation of some type of automotive equipment.

SPECIAL REQUIREMENT(S):

Possession of an appropriate level New York State driver's license at time of appointment.