

## WORKING SUPERVISOR

**Distinguishing Features of the Class:** Leads in the work of a group of employees. A work group may include laborers, motor equipment operators, heavy equipment operators, building maintenance workers, custodians and custodial workers engaged in routine work. This is work of ordinary difficulty involving responsibility for laying out and supervising the work of a group of employees. The work is performed in accordance with a prescribed routine with detailed instructions being given at the beginning of each new or unusual assignment. Does related work as required.

### **Typical Work Activities:**

- Supervises and participates in the construction of gravel, macadam or asphalt roads;
- Supervises and participates in evacuation, drainage and embankment projects;
- Supervises and participates in the cleaning of ditches, culverts and basins;
- Supervises the cutting of brush, trimming of trees, and setting of guide posts;
- Supervises and participates in snow removal activities;
- Supervises and participates in maintenance and repair of facilities;
- Supervises and participates in housekeeping and grounds keeping of facilities;
- Oversee the activities for municipal owned parks and buildings and grounds maintenance;
- May inspect and otherwise exercise control over maintenance work performed by outside vendors or contractors;
- May requisition equipment and supplies for the efficient and effective management of the work groups;
- Assists department manager or assistant manager in the supervising of the operation and maintenance of the department's personnel and equipment.

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Good knowledge of the tools, equipment and practices used in highway construction and or building maintenance activities;
- Good knowledge of the county highway system and or the county facilities;
- Good knowledge of large scale facilities including building and grounds maintenance and repair;
- Good knowledge of cleaning of buildings and a variety of grounds keeping activities;
- Working knowledge of HVAC, plumbing, carpentry, electrical, concrete and brick work;
- Ability to lay out and supervise the work of others;
- Ability to understand and follow oral and written instructions;
- Ability to get along well with others;
- Ability to keep records and make reports;
- Dependability;
- Physical endurance;
- Physical condition commensurate with the demands of the position.

**Working Supervisor continued page 2****Minimum Qualifications:**

(A) Graduation from high school or possession of a high school equivalency diploma and two years of experience as in a skill set or skill sets described above; **OR**

(B) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

**Special Requirement:** Possession of a valid New York State Driver's License appropriate to the vehicles operated. (Each appointing authority may have a variety of vehicles in their fleet.)

10/31/1989

10/08/1999

02/04/2009

02/05/2015

**CLASS:** NON-COMPETITIVE - approved State Civil Service Commission 3/27/2000