

## **WORK EXPERIENCE CREW LEADER**

**Distinguishing Features of the Class:** This is semi-skilled work involving responsibility for efficient performance to organize and supervise the work of work relief clients at various sites throughout the County.

### **Typical Work Activities:**

- Supervises the work of work relief participants in a variety of activities including mowing, clearing land and roadsides, painting, maintenance of parks and recreational areas, etc. Participates in this 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 lining up sufficient work for crew members.
- Transports clients with transportation barriers to and from work site. Communicates with work sites and Job Development Agency regarding no shows or discipline problems.
- Trains and monitors the participants assigned regarding safety and work expectations. Instructs crew members on how to best perform work assignments.
- Responsible for keeping accurate time records and any other reports that are necessary and for requisitioning supplies and materials necessary for crew members.
- Advises superior of anticipated needs, progress, problems encountered, future planning of work projects and seeks approval.

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

- Good knowledge of the tools, equipment and practices needed for the maintenance and repair of parks and recreational areas and maintenance of highways and grounds, including mowing and clearing land and roadsides.
- Ability to plan and organize work projects with various public and not-for-profit agencies.
- Ability to lay out and supervise the work of a crew of work relief public assistance recipients.
- Ability to operate a variety of hand and power tools and equipment.
- Ability to understand and follow oral and written instructions.
- Initiative and good judgement required.
- Ability to get along well with co-workers.
- Ability to keep accurate records.
- Physical condition commensurate with the demands of the position.

### **Minimum Qualifications:**

Valid New York State Drivers' License required.

03/11/92

04/28/92

10/16/97

03/16/01

CLASS: NON-COMPETITIVE – approved State Civil Service Commission 3/27/1995