

WORKING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a broad class encompassing employees who, by virtue of their experience and expertise, are selected to lead a small to medium-sized group of laborers in one or more unskilled or semi-skilled construction, maintenance and/or repair activities. Typical activities include the resurfacing of streets, repair of water and sewer lines, maintenance of parks, buildings and grounds, collection and incineration of refuse, etc. The work is usually performed under the general supervision of a higher ranking supervisor or superintendent who outlines assignments in detail and makes periodic inspections of work in progress. A Working Supervisor may be required to work shifts and may be subject to emergency call twenty-four hours a day.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises and participates in a wide variety of labor activities such as snow plowing, landscaping, painting, grading road shoulders, digging ditches, erecting fences, cleaning pipes and catch basins, patching roads, picking up debris and litter, repairing equipment, tree maintenance, etc.;
2. Assigns individual tasks to and checks the work of subordinate personnel;
3. Leads in more difficult tasks;
4. May operate construction equipment;
5. Maintains employee time cards, work sheets and equipment usage reports.

MINIMUM QUALIFICATIONS:

Two years of experience performing or supervising construction, maintenance and/or repair activities.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's License at time of appointment. Some appointing authorities may require a valid Commercial Driver's license relating to equipment being operated.

TR4419

ADOPTED: 03/01/96 (Working Foreman)

REVISED: 05/24/06 8/1/14