

**DEPARTMENT:** SHERIFF  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** 8/6/90

**REVIEWED 1/11/2016**

**SHERIFF WORK PROGRAM ASSISTANT CREW LEADER**

**DISTINGUISHING FEATURES OF THE CLASS:** Under direct supervision of the crew leader, the employee in this class, by example, assists directing workers performing unskilled routine maintenance and repair. Employees in this class make decisions within the scope of their assignment. The incumbent directs the activities of work crews assigned from the work program in the performance of unskilled general maintenance and repair tasks. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Directs and performs general unskilled maintenance and repair work, such as digging and cleaning ditches, cutting grass, loading and unloading trucks, and clearing brush.
2. Assists in making routine work assignments;
3. May issue tools and equipment as assigned;
4. Assists in the training of new employees by example;
5. Assists in overseeing work activities to ensure safe and efficient work performance and reports observations to crew leader;
6. Assists in transportation of work crews.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of tools, terminology and procedures involved in general unskilled maintenance and repair work; ability to direct, by example, unskilled maintenance and repair work; ability to prepare simple reports; ability to get along well with others; industry and dependability; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma;

**AND:** One (1) year of experience in maintenance or the construction field.

**SPECIAL REQUIREMENT:**

1. Possession of a valid New York State Motor Vehicle license to operate vehicles used in this field.
2. Satisfactory completion of a background history check.

Non-competitive approved by State CSC 12/17/2001.