

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: AUGUST 4, 2017

WORK RELIEF PROGRAM CREW LEADER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the program supervisor, the employee in this class supervises workers performing unskilled routine maintenance and repair. Employees in this class exercise independent judgment and make decisions within the scope of their specific assignment. Supervision is exercised over the assigned unskilled employees comprising a work crew. Supervises activities of work crews assigned from the work relief program in the performance of unskilled general maintenance and repair tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and performs general unskilled maintenance and repair work, such as digging and cleaning ditches, cutting grass, loading and unloading truck, and clearing brush;
2. Makes routine work assignments;
3. Issues tools and equipment;
4. Assists in the training of new employees;
5. Oversees work activities to ensure safe and efficient work performance;
6. Keeps routine records of work assignments and timekeeping records;
7. Responsible for assigned work crews transportation needs;
8. Ensures that assigned workers adhere to safe work habits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of tools, terminology and procedures involved in general unskilled maintenance and repair work; ability to supervise clients of the program in general unskilled maintenance and repair work; ability to prepare simple reports; ability to implement and adhere to safety precautions when operating tools and/or equipment; ability to understand and follow routine oral and written instructions; ability to get along well with others; industry and dependability; initiative and resourcefulness; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** four (4) years of experience in supervising or leading work crews in the performance of routine laborer duties.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.