

**DEPARTMENT:** CITY OF NORTH TONAWANDA  
**CLASSIFICATION:** NON-COMPETITIVE – NYSCSC APPROVED 5/9/2017  
**APPROVED:** JULY 15, 2011 **REVIEWED:** MARCH 2, 2017

**WORK RELIEF PROGRAM CREW LEADER P/T**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction of a City Judge, the employee in this class oversees workers sentenced to the community service work program who are required to perform unskilled maintenance and repair work throughout the community. Employees in this class receive instructions from the City Court and are responsible for lining up work for the community service crews to do. The incumbent is not required to exercise independent judgment and reports any problems to the City Court. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Oversees community services program workers who are performing general unskilled maintenance and repair work, such as digging and cleaning ditches, cutting grass, loading and unloading trucks, clearing brush and any other community service work program projects;
2. Lines up work for the community service work program crews to perform;
3. Issues tools and equipment;
4. Assigns community service program workers to projects;
5. Completes paperwork on jobs to be done, including logging names of workers for attendance and time worked;
6. Reports to the Court any problems and submits required paperwork;
7. When necessary, instructs workers as to how to complete job assignments;
8. Oversees work activities to ensure safe and efficient work performance.

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

Working knowledge of tools, terminology and procedures involved in general unskilled maintenance and repair work; ability to oversee the work of community service program workers in general unskilled maintenance and repair work; ability to prepare simple reports and keep attendance records; ability to understand and follow routine oral and written instructions; ability to get along well with others; industry and dependability; initiative and resourcefulness; willingness to work weekends; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a New York State equivalency diploma.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field.