

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: FEBRUARY 4, 2016

WORK RELIEF PROGRAM CREW SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class are responsible for coordinating and supervising the activities of the work relief program. The incumbent is responsible for planning and scheduling work activities, assigning crews, and coordinating the work of all assigned employees in carrying out the objectives of the work relief program. General supervision is received from the Director of Buildings and Grounds. The incumbent exercises general supervision over Work Relief Program Crew Leaders. Considerable leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, schedules and assigns work activities of all work relief program employees;
2. Supervises and trains Work Relief Program Crew Leaders;
3. Visits worksites to monitor work activity and ensures that assigned work is completed in accordance with established guidelines;
4. Coordinates, plans and implements all specific work relief program activities;
5. Prepares and maintains work schedules and prepares various reports as needed;
6. Maintains inventory and requisitions materials needed for specific programs;
7. Coordinates the allocation of personnel and supplies to different locations as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of tools, terminology and procedures involved in general unskilled maintenance and repair work; ability to supervise; ability to prepare complex reports; ability to maintain and order supplies; ability to understand and follow established guidelines and oral and written instructions; 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 an equivalency diploma **and** five (5) years of full-time paid supervisory or crew leader experience.

PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent status as a Work Relief Program Crew Leader.