

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: Revised 4/24/89

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.

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 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 a New York State equivalency diploma.

AND: 1. Four (4) years of supervisory or crew leader experience, six (6) months of which involved employees of limited educational backgrounds.

SPECIAL REQUIREMENT: POSSESSION OF A VALID New York STATE MOTOR VEHICLE LICENSE TO OPERATE VEHICLES USED IN THIS FIELD PER CSC ACTION 4/24/89.

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