

Department: County, Towns & Villages
Classification: Non-Competitive
Grade: _____

SPEC DISK H3
DOCUMENT 17

WORKING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for leading the work of a small group of laborers engaged in routine manual work of ordinary difficulty. This class differs from that of Labor Supervisor by virtue of the nature and extent of the supervision exercised. A Working Supervisor serves as a "straw boss" and as such actively participates in work projects being carried on. His supervisory responsibilities are usually restricted to insure that the men working with him are doing their jobs properly and diligently. Unlike a true Labor Supervisor there ordinarily is no job planning or layout involved. A further distinction rests in the fact that a Labor Supervisor usually has regular continuing supervision over a crew of laborers while a working supervisor exercises supervisory responsibilities only as the particular occasion demands. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

The examples of work listed below are not intended to apply to a single position of Working Supervisor. Rather, they demonstrate that the class is a broad one and is used to describe positions in many fields of labor. Usually individual Working Supervisor positions are restricted to one or a limited number of assignments described below:

- Leads and participates in the construction of gravel, macadam, asphalt or concrete roads;
- Leads and participates in evacuation, drainage and embankment projects;
- Leads and participates in the cleaning of ditches, culverts, basins and miscellaneous work in the water distribution system of the city;
- Leads and participates in the cutting of brush, trimming of trees and setting of guide posts;
- Leads and participates in snow removal activities;
- Leads and participates in the preparation of cemetery plots for burial and the maintenance thereof;
- May oversee the servicing of trucks;
- Leads and participates in ordinary building cleaning and maintenance tasks;
- May operate a truck in connection with the above.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to supervise the work of other laborers engaged in routine tasks; ability to understand and follow oral and written directions; ability to get along well with others; ability to keep records and make reports; dependability; physical endurance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in general labor or construction work, road, building or grounds maintenance or work of related nature; or an equivalent combination of training and experience.