

WORK SITE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class directly supervises and instructs participants of an assigned work group at an assigned work site. Work groups may consist of economically disadvantaged, court-ordered community services, public assistance, or hard-to-serve clientele. Instruction, guidance, and direction are provided to participants in order to enhance work ethics and provide for greater skill and experience in securing employment, or, in the case of court-ordered community services clientele, to ensure satisfactory completion of services. Duties are performed under general supervision of a senior level staff member with leeway allowed for the use of independent judgement in carrying out the duties of the work. A Work Site Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises participants at work-site stations: Supervision includes assigning participants tasks to be performed, instructing participants of skills needed to perform tasks, and evaluating participants' work performance;
- Encourages participants to develop good work habits;
- Discusses evaluation with participants in order to reinforce good work habits and to correct poor work habits with the goal of motivating participants to complete the program;
- Secures supplies and tools for work-site project;
- May interview potential participants to determine eligibility;
- Records and reports participants' work time to central office;
- Reports participants' performance in a written evaluation;
- Arranges for the transportation of work crew.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the common practices, tools, terminology and safety precautions associated with a variety of building trades, landscaping and conservation tasks; working knowledge of community organizations and human service agencies within Cattaraugus County; working knowledge of the cultural, environmental and personal factors affecting economically disadvantaged individuals; ability to plan and supervise the work of others; ability to instruct others in basic trades skills such as building maintenance, cleaning, groundskeeping, etc.; ability to maintain records; mechanical aptitude; manual dexterity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a Class D New York State Driver's License and either:

A.) One year of experience in building maintenance or construction trades, landscaping or forestry;

OR

B.) One year of experience in an occupation the primary function of which was the oversight, instruction, or training of personnel.

OR

C.) Successful completion of thirty (30) credit hours of study at a regionally accredited or New York State registered college or university.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 6/28/01