

ASSISTANT SHOP SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Shop Supervisor with the efficient and economical use of personnel, materials and equipment and assisting in the planning, assigning and directing the activities of the Department of Public Works. The incumbent is responsible for the performance of a number of clerical tasks which require the exercise of independent judgment and a general understanding of office procedures. Work is performed under general supervision of the Shop Supervisor. General supervision may be exercised over subordinate employees. An Assistant Shop Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Supports and assists with all activities performed by the Shop Supervisor;
- Assigns and tracks work orders;
- Schedules maintenance activities and coordinates equipment usage;
- Receives, stores and issues various tools, materials and supplies;
- Maintains inventory of stock on hand and prepares requisitions for replenishment;
- Maintains personnel records for departmental employees;
- Reviews employee time cards for accuracy in recording of accrual and used sick and vacation time;
- Allocates employee wages to the departmental accounts for budgeting purposes;
- Assists in preparing specifications for bid items;
- Operates vehicles to pick up and deliver equipment and supplies;
- May on occasion assist in the field with maintenance work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern street and sewer repair and maintenance methods and procedures; thorough knowledge of the equipment, materials, tools and terminology used in street and sewer repair and maintenance and in snow removal; good knowledge of storeroom methods and procedures; working knowledge of inventory record keeping and proper controls; working knowledge of purchase and requisition procedures; working knowledge of office terminology and procedures; ability to plan, organize and supervise the work of others; ability to read and work with sketches; ability to make simple arithmetic computations; ability to get along well with others; clerical aptitude; good judgment; tact, reliability; ability to drive an automobile and/or commercial vehicle; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: High School graduation or possession of a high school equivalency diploma and two years of experience in street repair or maintenance activities and either:

- A) Successful completion of a course involving the use of personal computers;

OR

- B) Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy;

OR

- C) Knowledge of personal computer equipment, operations and functions.

SPECIAL REQUIREMENT: Possess and maintain a New York State Class B Commercial Driver's License at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/15/25