

SENIOR WORK SITE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class directly supervises and instructs economically disadvantaged participants in Cattaraugus County's Employment and Training Program at an assigned work site. While supervising participants, the Senior Work Site Supervisor evaluates them in accordance with their employability plan, informs them of vocational strengths and weaknesses and, when necessary, refers them for counseling to other employment and training staff members. Supervision is exercised over Work Site Supervisors. Duties are performed under the general supervision of the Chief Examiner of Temporary Assistance. A Senior Work Site Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns crews to work sites;
- Schedules start up of projects;
- Transports, leads and supervises participants at work site stations;
- Supervision includes assigning participants tasks to be performed, instructing participants of skills needed to perform tasks, and evaluating participant's 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 employability plan;
- Secures supplies and tools for work site project;
- Records and reports participants' work time to central office;
- Reports participants' performance in a written evaluation;
- Arranges for the transportation of work crews;
- Works to secure future projects in the community.

FULL PERFORMANCE KNOWLEDGE, 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 construction trade skills; ability to maintain records; mechanical aptitude; manual dexterity.

MINIMUM QUALIFICATIONS: Two years of experience in building maintenance or construction trades, landscaping, or forestry.

SPECIAL REQUIREMENT: A Commercial Driver's License with a Passenger (P) endorsement must be obtained within 120 days of appointment and must be maintained throughout employment.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 1/19/82

Revised: 2/28/19