

WORK SITE SUPERVISOR

(Adult Program)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class directly supervises and instructs program participants of assigned work sites. This employee assists other staff members in developing work sites and formulating employability plans for participants. While supervising the participants, the work site supervisor evaluates, and through individual discussion, motivates participants to complete the employability plans. Work sites are developed at various sponsoring agencies, such as schools, non-profit agencies, and municipalities. The work site supervisor is immediately responsible for affecting cooperation between these sponsoring agencies and the program participants. This position differs from that of work site supervisor in that the participants who are supervised by this employee are adults with work or personal histories which make employability difficult to achieve. The employee in this class must be able to display empathy with these participants while maintaining discipline among them. The work site supervisor cooperates and consults with v other agency staff in performing their duties. Direct supervision is received from the Chief Examiner in Temporary Assistance. A Work Site Supervisor (Adult Program) does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises participants at work site stations: supervision includes assigning participants tasks to be performed, instructing participants skills needed to perform task, evaluating participant's work performance;
- Encourages participants to develop good work habits;
- Discusses evaluation with participants in order to praise 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 projects;
- Allocates and schedules personnel at work sites;
- Contacts non-profit agencies in assisting in the development of work sites;
- Interviews potential participants to determine eligibility;
- Records and reports participant's work time to central offices;
- Reports participants performance in a written evaluation;
- Arranges and supervises the transportation of work crews if necessary;
- Assists sponsoring agencies in writing required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Ability to learn the environmental, cultural, and personal factors influencing the behavior of economically disadvantaged individuals; working knowledge of common practices, tools, terminology, and safety precautions of a variety of building and construction trades such as carpentry, plumbing, painting, and landscaping; working knowledge of community organizations and human services agencies; ability to master the techniques of effective interviewing and counseling; ability to plan and supervise the work of others; ability to express oneself effectively both orally and in writing; ability to understand oral and written directions; ability to perform elementary mathematical computations; tact; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: 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.

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 COMMISSION

Adopted: 7/9/79

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