

Jurisdictional Class: Competitive; Non-Competitive in Towns
Adopted: September 14, 1995
Revised: May 3, 2010

CREW SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This class involves manual work of ordinary difficulty responsible for acting as work leader over a small group of subordinate personnel. The class differs from that of higher level supervisor by virtue of the nature and extent of the supervision exercised. A Crew Supervisor serves as a "straw-boss" and as such actively participates in work projects being carried on. Supervisory responsibilities are usually restricted to insuring that the subordinate staff properly and diligently performs assigned duties. Unlike higher level supervisors, job planning, or layout of work is limited. A Crew Supervisor exercises supervisory responsibilities on an as needed basis. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and participates in the construction of gravel, macadam, asphalt, or concrete roads;
Leads and participates in excavation, drainage, and embankment projects;
Leads and participates in the cleaning of ditches, culverts, and basins;
Leads and participates in the maintenance and new construction of water and sewer lines and water meters;
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 maintenance and repair work on equipment and machinery;
Leads and participates in ordinary building cleaning and maintenance tasks;
On assignment, incumbents may be required to operate all levels of departmental equipment and machinery.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the operation and maintenance of a variety of specialized automotive equipment;
Good knowledge of municipal geography;
Ability to supervise the work of staff engaged in routine tasks;
Ability to get along well with others;
Ability to understand and follow complex oral and written directions;
Ability to keep records and make reports;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Two (2) years of experience in general labor or construction work, road building, grounds maintenance, or closely related field; or
- (b) Two (2) years of experience in the operation of specialized automotive equipment in the field of road construction or road maintenance.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.