

WORK PROJECT SUPERVISOR Tompkins County

Department: Probation Department
Classification: Non-competitive
Labor Grade: L(12)
Approved: Bd. Res. 224, 5/12/91
Revised: 5/12/91
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma recognized by the State of New York and two years of experience in general building or grounds maintenance, building trades work or closely related work. Possession of a Class 4 (E) New York State drivers license at the time of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the work of individuals ordered by the court to perform Community Service hours in such areas as building and ground cleaning, maintenance or construction. The work also involves meeting with individuals and not for profit agencies to arrange for the work project. The work is performed in accordance with established policy but allows for some leeway for independent judgment in the day-to-day operation of a project.

TYPICAL WORK ACTIVITIES:

- Plans methods for accomplishing work project and assigns individuals to specific tasks;
- Evaluates work site safety hazards, secures work supplies and tools and instructs program participants in proper completion of work;
- Assures work quality and completion including clean up of work area and tools;
- Seeks out individuals who do not report to work;
- Maintains record of work projects and records attendance and number of hours worked by program participants;
- Meets with individuals and agencies to solicit work projects;
- Drives program participants to and from work sites.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the common practices, tools, terminology, and safety precautions of building and grounds construction, maintenance and cleaning;
- Working knowledge of cultural and personal factors influencing behavior of program participants;
- Ability to plan and supervise the work of others;
- Ability to motivate program participants away from negative attitude or behavior;
- Good judgment and resourcefulness;
- Physical condition commensurate with the demands of the position.

w13.doc

11/90