

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Non-Sworn
Revised: 11/09/05

ALTERNATIVES TO INCARCERATION (ATI) JOB SITE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for monitoring and leading a crew of workers in the performance of public work projects and community service. The crew is comprised of alternatively sentenced individuals. The incumbent oversees the performance, productivity and behavior of the members of the crew. Work is performed under the general supervision of the ATI Work Order Coordinator and/or ATI Work Order Director. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as, other related activities not described;

Keeps daily attendance for crew members;

Transports crew to job site;

Communicates with job site representatives;

Supervises members of the crew in performing unskilled manual assignments such as, but not limited to: cleaning, landscaping, recycling, painting and maintenance;

Prepares incident reports and other reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to oversee unskilled manual labor; ability to maintain effective working relationships with alternatively sentenced offenders, representatives of contract agencies and the general public; ability to prepare and present simple oral and written reports.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one year of work experience supervising a team of workers or maintaining order and control of groups of people; **OR**
- (B) Three (3) years of experience, as described in (A) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at the time of application. Incumbent must possess a valid, appropriate level driver's license at time of appointment. This license must be maintained throughout appointment.

Adopted: 02/25/93
Revised: 04/06/93, 02/14/95, 06/09/95, 08/10/95, 09/27/96, 07/27/01, 11/09/05

