

Civil Division: Oneida County Government, Towns, Villages  
Jurisdictional Class: Non-Competitive  
EEO Category: Skilled Craft  
Revised: 05/09/11

## **WORKING SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is manual work of ordinary difficulty, involving responsibility for acting as work leader over a small group of Highway Maintenance Helpers, Highway Maintenance Workers, Laborers and Cleaners, Building Maintenance Helpers or a small group of Facilities and Operations staff at Mohawk Valley Community College. This class differs from that of Labor Supervisor by virtue of the nature and extent of the supervision exercised. A Working Supervisor serves as a "straw-boss," and as such actively and regularly participates in work projects. Supervisory responsibilities are usually restricted to ensuring that the crews are doing their jobs properly and diligently. Unlike the true Labor Supervisor, there ordinarily is no job planning or layout involved. A further distinction rests in the fact that a Labor Supervisor usually has regular continuing supervision over a crew, while a Working Supervisor exercises supervisory responsibilities only as the particular occasion demands. This is a broad class containing positions of Working Supervisor in many fields of labor. Usually individual Working Supervisor positions are restricted to one or a limited number of fields. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Leads and participates in evacuation, drainage and embankment projects;  
Leads and participates in the construction of gravel, macadam, asphalt or concrete roads;  
Leads and participates in the cleaning of ditches, culverts and basins, and in miscellaneous work relating to the water distribution system of the County;  
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 the preparation of cemetery plots for burial and the maintenance thereof;  
Leads and participates in ordinary building cleaning and maintenance tasks;  
Leads and participates in ground maintenance, at MVCC;  
May oversee the servicing of trucks;  
May operate a truck in connection with above work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to supervise the work of others engaged in routine manual tasks; ability to understand and follow oral and written direction; ability to get along well with others; willingness to work out of doors, occasionally under adverse weather conditions.

**MINIMUM QUALIFICATIONS:** One (1) year of experience in general labor or construction work, road, building or ground maintenance or work of a similar nature.

**NOTE:** Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements. continued...

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**SPECIAL REQUIREMENTS:** Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

**SPECIAL REQUIREMENTS ONEIDA COUNTY DPW ONLY:** Possession of a valid Class B CDL with air brake endorsement at time of appointment and throughout duration of appointment.

Title change from "Working Foreman"

Adopted: 01/28/82

Revised: 12/13/95, 09/27/96, 06/13/97, 11/06/98, 04/30/99, 05/09/11