

DEPARTMENT: SHERIFF
CLASSIFICATION: NON-COMPETITIVE
APPROVED: NOVEMBER 23, 2015

SHERIFF WORK PROGRAM CREW LEADER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Sheriff or his designee, the employee performs, instructs and supervises workers in safely performing unskilled routine maintenance and repair work. This employee exercises independent judgment and makes decisions (based on established policy) within the scope of the specific assignment. Safety and security is a prime responsibility of this class in supervising these defendant workers. Does related duties as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and performs general unskilled maintenance and repair work, such as digging and cleaning ditches, cutting grass, loading and unloading trucks, clearing brush and trees, painting, etc.;
2. Issues tools and equipment;
3. Establishes work assignments and scheduling;
4. Drives defendant work crew to site assigned for work;
5. Instructs work crews on how to safely accomplish assigned work;
6. Prepares and maintains accurate records and reports pertaining to workers, equipment, activities, and projects;
7. May be required to make court appearances pertaining to assigned defendants;
8. Maintains records and compiles reports for work program grants including grant submission and renewal paperwork and statistical reports

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of tools, terminology, and procedures involved in safely performing unskilled maintenance and repair work; good knowledge of security measures and safety precautions required in this field; ability to supervise and participate in general unskilled maintenance and repair work; ability to prepare and maintain accurate records and reports; ability to present facts and instructions verbally and in writing; ability to follow routine oral and written instructions; ability to get along with others; industrious and dependable; initiative and resourcefulness; respect for law; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND** at least two (2) years of full-time paid experience in the maintenance or construction field, one (1) year of which involved leading others.

SPECIAL REQUIREMENT:

1. Valid New York State motor vehicle license to drive assigned vehicle used in this class at time of appointment and for the duration of employment.
2. Satisfactory completion of a background history check.