

SUPERVISOR I

CODES/PAY GRADE

Class Code: 2290

EEO Code: G

Pay Grade: 112

MAJOR FUNCTION

Limited responsible work in the supervision of small crews engaged in unskilled and semi-skilled labor.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises small crews in assignments of basic construction and/or maintenance work.

Operates light construction equipment and/or machinery and performs routine preventive maintenance service.

Records and maintains time and material reports.

Instructs and trains subordinates in assigned functions.

Accepts progressively more responsible assignments under the teaching and guidance of his/her supervisor.

Acts as a crew leader in the repair and maintenance of one or more of the following categories: 1) streets, drains, catch basins, drainage ditches, head wall, rip-rap, etc.; 2) parks, playgrounds, athletic fields, and related activities; 3) airport runways, taxiways, clearway, and related facilities.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of materials and methods commonly used in general labor activities of the specific job function. Knowledge of the occupational hazards and the standard safety precautions of the work.

Ability to understand and carry out written and oral instructions. Ability to lay out and direct the

(Supervisor I continued)

work of a small crew. Ability to establish effective working relationships with employees and the public. Ability to interpret and define personnel policies and/or procedures as detailed by the

County Merit System and division director. Ability to communicate verbally and in writing. Ability to keep records and to file reports. Ability to evaluate and counsel subordinates.

Skill in the use of various hand and power tools related to the work and in the operation and maintenance of assigned automotive equipment.

MINIMUM QUALIFICATIONS

High school education and one (1) year of general construction and/or maintenance experience.

A Florida CDL may be required within six (6) months of appointment depending upon the division of assignment. CDL level will be determined by appointing director.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

ADA requirements may vary depending on position/division of assignment.

Physical Demands: Medium to Heavy work. Ability to lift (50 lbs), carry, reach, see, talk, handle, feel, push, pull, twist.

Environmental Demands: Outside work. Ability to tolerate inclement weather including rain, humidity, heat and cold. May be exposed to chemicals, insects, toxic plants, odors, dust, fumes, noise, vibration.

Mental Demands: Ability to read safety instructions, memos, letters, product directions, work orders, financial statements. Ability to write at a level of relay information, data, details in directions, procedures, memos, reports, financial statements. Ability to perform shop math. Ability to speak clearly and concisely relaying information to workers and laymen.