Title: Supervisor

Title Code: 91310

FLSA Status: Non-Exempt

Date Issued: January 5, 2000

General Duties and Responsibilities

Under general supervision, supervises workers performing common laboring work or assisting in routine maintenance and repair work; performs related work.

General Work Tasks

- Supervises the hauling, loading and unloading of equipment, materials and furniture, excavating and refilling activities, mixing and placing of concrete and other work of a heavy nature.
- Supervises snow removal, brush cutting and other work in connection with the care of grounds.
- Instructs workers in the use of tools and equipment.
- Supervises workers performing routine maintenance and minor repair work.
- Orders and arranges for the delivery of tools, supplies, materials and equipment to job locations.
- Lays out work; instructs workers in methods to be used.
- Enforces agency regulations regarding safe practices.
- Keeps records and prepares reports showing work performed, materials used, labor employed and time involved.

Qualification Requirements

1. Four years of recent full-time satisfactory experience as a construction laborer or in the construction, maintenance or repair of sewers, streets, highways or water supply systems, one year of which must have been in a supervisory capacity; or

2. A satisfactory equivalent.

NOTE:

Direct Lines of Promotion

FROM: *Laborer (90753)  
      Maintenance Worker (90698)  

TO:  District Supervisor (91325)  

*For present permanent incumbents only