

## PROJECT CREW SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Plans, directs and supervises the activities of one or more work crews engaged in a wide variety of special projects involving such activities as the restoration, construction, repair, and modification of buildings, water supplies, sewage systems, grounds, cemeteries, parks, streams, trails, walkways, roads, etc. The work is performed under general supervision with considerable leeway allowed in the planning and supervision of project activities. Direct supervision is exercised over subordinate crew supervisors and/or crew members. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans a wide variety of special projects including estimation of cost, time, materials, equipment and labor requirements; Supervises on-going work to ensure compliance with project plans, proper procedures are being used, time frames are being adhered to, specifications are being met, etc.; Coordinates activities of individuals being supervised including work assignments, hours of work, project duration, etc.; Ensures compliance with safety, environmental and other laws, rules and regulations applicable to the project being supervised; Evaluates progress and results of projects and makes recommendations concerning modification of same; Coordinates project activities with various officials; Prepares and maintains a variety of records and reports of project activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the terminology, methods, materials, tools and equipment used in the project being supervised; Good knowledge of methods and techniques of planning and supervising the work of others; Good knowledge of safety, environmental and other laws, rules and regulations applicable to the project being supervised; Ability to plan and supervise the work of others; Ability to establish and maintain effective working relationships with administration, public officials and others; Ability to give clear and concise oral and written instructions; Ability to prepare written records and reports of project activities; Dependability; Initiative; Resourcefulness; Good judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years experience in the planning and supervision of the work of others.

Revised 4/10/96

Revised 3/28/03