

## **CHIEF LABOR SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving responsibility for coordinating daily operations of the department and seeing that work is done efficiently, on schedule, and according to established policies and procedures. The incumbent is responsible for the daily deployment and coordination of work orders, assigns personnel, supplies and machinery required for completion of a project, and prepares records and reports on the completed project. An incumbent in this class oversees Labor Foremen and Labor Supervisors by prioritizing work projects and reviewing completed projects in order to complete required reports and records for management. Employees in this class receive general supervision from the Commissioner and Deputy Commissioner and exercise independent judgment in making decisions on the deployment of vehicles, equipment, supplies and human resources.

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

- Participates, along with other DGS management staff, in developing the annual work program related to street and sidewalk reconstruction and paving; parks maintenance and improvements; special events staging and operations; neighborhood enhancement projects; snow and ice removal operations; and other projects and programs;
- Participates, along with other DGS management staff, in preparing the annual budget, identifying, and planning for the vehicles, supplies, tools and equipment necessary to maintain basic services and daily operations throughout the year;
- Participates, along with other DGS management staff, in planning and evaluating routes and schedules for routine daily operations such as waste collection, recycling, street sweeping, sewer maintenance, parks maintenance and others;
- Monitors and evaluates daily operations;
- Recommends to the Commissioner changes needed because of changes in technology, City population patterns, emerging urban issues or trends in public works and municipal services, etc.;
- Coordinates the daily assignment of work and special projects with the various DGS supervisors and foremen.
- Coordinates operations, projects and programs with other City departments;
- Maintains records on the timely completion of work;
- Participates along with other DGS management staff, in the evaluation of employee performance and overall personnel administration, in accordance with the established procedures;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the practices, methods, tools and terminology used in street, sewer, water and grounds-keeping construction, maintenance, cleaning and repair;
- Ability to supervise the work of numerous work crews and supervisors;
- Ability to understand and follow oral and written reports;

- Ability to keep accurate records;
- Ability to get along well with others;
- Skill in the operation of manual and power tools;
- Willingness to work outside in all types of weather and under all conditions; to be on call in case of inclement weather or emergency situations;
- Physical endurance;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Eight (8) years satisfactory full-time paid experience (or its part-time equivalent) in general labor or construction work or building or grounds maintenance at least four (4) of which were at the supervisory level.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.