

Job Class Code: 4230	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist supervisor, supervise workers or lead workers, and oversee installation, modification, maintenance, or new construction of City structures, facilities, fixtures, and grounds, or performance of City services. The class is responsible for assisting supervisor, reviewing work assignments, planning work, securing materials, tools, and equipment, assigning and overseeing work, assisting with budgets, contracts, or other administrative functions, and completing work related logs, forms, and reports. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Supervises workers or lead workers including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Monitors and reviews work assignments and determines resources required such as workers, materials, tools, and equipment; secures and prepares resources to complete work requirements.
- Plans work and issues assignments, routes, or other work related details.
- Oversees work, ensuring compliance with safety requirements, laws, policy, and procedures.
- Coordinates with other departments or activities on complex projects or other matters of mutual concern.
- Assists with contract specifications or preparation; monitors or inspects contractor performed work to ensure contract compliance.
- Maintains logs, forms, and records, to record timekeeping, material expenditures, equipment status, and other work-related information.
- Performs administrative functions such as assisting with budgets, compiling reports, maintaining personnel records and forms and assisting subordinates with problems, interacting with customers or the public to resolve problems, and maintaining stocks of parts and materials.
- Attends or conducts staff meetings to exchange information; attends, and schedules others to attend, in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, blueprints, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Commercial Driver's License (CDL) is also required. Special skills or equipment certification may be required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Updated 7/7/2019