

## **Department of Public Works Youth Program Supervisor, Ayer MA**

Under the direction of a Department of Public Works Foreman, the Youth Program Supervisor will be responsible for participating in career enrichment activities that instill and foster personal growth and job skills readiness. Work crews will be comprised of Ayer youth between the ages of 14 to 16. The Supervisor will be responsible for the coordination, oversight, and supervision of a 4 member youth work crew charged with: outside landscape maintenance; cleaning of right-of ways, the painting of traffic signals, fire hydrants and light poles, cleaning and maintenance of Town buildings and any other approved job assignments; the daily loading and transporting of tools and equipment; the maintenance and care of all tools; the collection and inventory of all tools at the end of the workday; and additional assignments as required.

\$22.00 per hour, 35 hours per week, 5 days per week, 9 week summer position.

**Essential functions** (Specific assignment will include some or all of the following):

- Assigns job tasks and ensures work is completed in an acceptable manner.
- Instructs workers in proper work practices, assigns various job tasks to the work crew members and makes sure work assignments are properly completed in a timely manner.
- Interacts with general public regarding questions about the program.
- Meets and confers with DPW staff and Ayer residents regarding program questions or concerns.
- Completes and submits all required paperwork in an accurate and timely fashion (i.e., timesheets, injury reports, and daily work logs).
- Provides clear instruction and/or hands on assistance in performing daily assignments.
- Drives a van or small truck to various locations to load and unload tools as needed.
- Assists other DPW staff with loading of debris and vegetation from various work sites.
- Works independently in performing and completing daily job assignment.
- Performs inventory, repair and maintenance of all tools and equipment.
- Supervises 4 Youth Program workers.
- Actively participates in youth career development activities.
- Performs other duties as assigned.

### **Minimum Requirements:**

- Must possess a high school diploma or GED. Some college or trade school experience is preferred.
- Must possess six (6) or more months of experience working with teens in a supervisory, educational or recreational setting. Previous experience in a youth work program is preferred.
- Must possess a valid driver's license and a safe driving record.
- Must be able to begin training in June, will full-time hours starting in early July and continuing through late August.
- Must be able to complete the full 8 week summer program.

### **Knowledge, skills, and abilities in the following areas:**

- Ability to work with, mentor, and supervise youth.

- Knowledge of the materials, methods, tools, and equipment used in repairing and painting various surfaces and in the care of flowers, identifying and removal of weeds, lawn maintenance and general public clean-up.
- Ability to read, understand, and apply instructions for the safe operation of paint supplies and tools, as well as hand tools
- Ability to establish and maintain effective working relationships with supervisors, co-workers, youth and the public
- Ability to greet and communicate with the public in a courteous and professional manner.
- Ability to read, understand, interpret and locate addresses within the City of Evanston boundaries illustrated on a Map.
- Ability to multi-task in performing various duties, requests and responsibilities.

**Physical requirements of work:**

- Ability to work outdoors in a variety of weather conditions such cold, high winds, rain, high temperatures, and humidity.
- Ability to perform heavy manual labor able to lift minimum of 50 lbs. to kneel, bend, stand or sit for long periods of time, identify or distinguish colors.
- Ability to work in situations where the following are present: loud noise levels, vibrations, fumes, dust and dirt.
- Ability to climb a ladder.

**Additional Information:**

**SUPERVISION:**

Work is performed under the general direction of a DPW Division Foreman. Assignments may vary from day to day. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to DPW work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard. Supervisors are responsible for site inspections, ongoing observations, and written and verbal communications.

**PUBLIC CONTACT:**

The employee has contact with the general public in residential areas and with the public using parks and recreational areas. The employee may need to respond to questions and complaints and provide general direction to the public; the employee has regular contact with other Town employees in order to share information and complete work assignments. Any questions, concerns, or complaints arising in the field will be directed to the DPW Superintendent.

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, DCFS check, and criminal background check.**