

Warren County Employment & Training Administration

Chris A. Hunsinger
Director

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Notice of Vacancy Work Site Supervisor Part-time, temporary position Starting salary \$14 - 16 an hour

The Work Site Supervisor directly supervises and instructs eligible participants in the local Employment and Training program. While supervising the participants, the Work-Site Supervisor also evaluates them in accordance with their employability plan, informs them of vocational strengths and weaknesses, and works collaboratively with Employment and Training staff members. The work is performed under the general supervision of the Senior Counselor with leeway permitted for independent judgment in the day- to- day operation of a project; does related work as required.

Duties include: identify and schedule work at various locations throughout Warren County; Model appropriate work-place behaviors and tasks; Supervise participants at work-site stations; Supervision includes assigning participants tasks to be performed, instructing participants of skills needed to perform tasks, and evaluating participants' work performance; Encourages participants to develop good work habits; Mentors participants to develop soft skills needed for future employment; Discusses evaluation with participants in order to praise good work habits and to correct poor work habits with the goal of motivating participants to complete the employability plan; Secures supplies and tools for work-site project; Records, reports and submits participants' work time to ETA office; Reports participants' performance in a monthly written evaluation; Arranges for transportation of work crew to and from worksites; Assists sponsoring agencies in preparing any required reports.

Minimum qualifications include either:

- (a) Graduation from an accredited college or university with an Associate's degree in a discipline or field applicable to work performed, e.g., forestry, landscaping, general construction, or related field; OR
- (b) Graduation from high school or possession of a high school equivalent diploma AND two (2) years of experience in forestry, landscaping, general construction, or related field; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/ or volunteer experience will be pro-rated towards meeting full-time experience requirements.

Applications/resumes should be forwarded to Warren County Employment and Training and will be accepted until April 28, 2017.

Applications may be obtained from www.warrencountyny.gov/civilservice.



An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.