



# Pike County

## Class Specification

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

Class Title	Litter Crew Supervisor
Class Code Number	3125
Class Grade	E

### GENERAL STATEMENT OF DUTIES

Supervises the Litter Crew and operates equipment to assist the road crew in maintaining all County roads; performs directly related work as required. The principal function of an employee in this class is to supervise the County Litter Cleanup Crew and to operate equipment involved in County Road construction projects. The work is performed under the direct supervision of the Road and Bridge Superintendent, but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other County personnel, Alabama Department of Corrections personnel, Work Release Inmates and the general public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

### TYPICAL JOB DUTIES

- Operates various types of motorized equipment in performing road construction and maintenance work, including a bush Hog and Front end loader;
- Performs patching operation for road maintenance;
- Performs Flagging operation as needed to maintain proper traffic control zones;
- Prepares the road area by cutting back bushes, improving shoulder grade, and grass seeding;
- Places signs where needed to maintain proper traffic control zones.

- Maintains responsibility for assigned piece of equipment and vehicle, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions and work release inmates.
- Transports work release inmates;
- Supervises, and assists with litter and trash removal and disposal from Pike County roadsides and other locations, as directed.
- Keeps immediate supervisor, County Engineer and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

#### MINIMUM QUALIFICATIONS

- Valid Alabama State Driver's License.

#### PREFERRED QUALIFICATIONS

- High School Diploma or GED; and
- Some experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### PERFORMANCE APPRAISAL COMPETENCIES

Oral Communication & Comprehension, Planning & Organizing, Policies & Procedures, Professionalism & Integrity, Reviewing, Inspecting & Auditing, Self-Management & Initiative, Teamwork & Interpersonal, Written Communication & Comprehension, Leadership & Management.

#### ALL COMPETENCIES

- Adaptability & Flexibility.
- Computer & Technology Operations.
- Customer Service.
- Heavy Equipment & Vehicle Use.

- Leadership & Management.
- Learning & Memory.
- Mathematical & Statistical Skills.
- Oral Communication & Comprehension.
- Planning & Organizing.
- Problem Solving & Decision Making.
- Professionalism & Integrity.
- Researching & Referencing.
- Reviewing, Inspecting & Auditing.
- Self-Management & Initiative.
- Teamwork & Interpersonal.
- Technical & Job-Specific Knowledge.
- Technical Skills.
- Training & Facilitation.
- Written Communication & Comprehension.

<b>CRITICAL KNOWLEDGES</b>
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- Some knowledge of the operation and maintenance of the tools and equipment designated in the light equipment operator classification;
- Some knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Some knowledge of proper lifting techniques and personal protective equipment required for road construction and maintenance;
- Ability to safely and effectively supervise work release inmates.
- Ability to learn and comply with the rules of the work release facility for working with inmates;
- Ability to operate motorized equipment utilized on public construction projects;
- Ability to comprehend and follow safety rules and regulations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

<b>WORK ENVIRONMENT</b>
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Work is conducted almost exclusively outdoors.

<b>PHYSICAL DEMANDS</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, to enable the employee to operate the motorized equipment designated in the light equipment operator classifications;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to operate equipment and have access to various work sites.

<b>COMPENSABLE FACTORS</b>
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**Survey Year: 2021**