



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### INTERNAL/ EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Works	Parks	Labor Supervisor I	R26 - \$674.26 - \$702.72

#### 40 Hours Weekly

**Scheduled Hours: Monday through Friday -7:00 A.M. – 3:30 P.M.**

- Must provide a copy of High School Diploma or GED, **AND**
- A copy of a valid **Commercial** Drivers' License, upon application.

**Applications submitted without copies of these documents will be considered incomplete.**  
**Job Specifications are posted in the Personnel Division for your review.**

**Candidates must meet minimum qualifications as stated in job description**

**EXTERNAL APPLICANTS: Please complete a City of Pawtucket employment application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under employment opportunities, forward the completed application, a copy of your High School Diploma/GED and a copy of your CDL. Forward the entire package via email to [HR@pawtucketri.com](mailto:HR@pawtucketri.com).**

#### **Application Period:**

**Internal Applicants: March 29, 2018- April 6, 2018**

**External Applicants: March 29, 2018- Until filled**

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



## CITY OF PAWTUCKET Job Description

**Job Title:** Labor Supervisor I  
**Department:** Public Works  
**Reports To:** IMMEDIATE SUPERVISOR  
**Pay Grade:** R 26  
**Prepared By:** ASG  
**Prepared Date:** November 2001  
**Approved By:** JC  
**Approved Date:** November 2001  
**Revised Date:** January 2003

### **SUMMARY**

Supervises and coordinates activities of laborers engaged in unskilled work and assuming responsibility for obtaining effective and efficient performance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Inspects work areas to determine type of work required and materials and equipment to be used.
- Directs workers in projects such as: construction of ditches and roadways and grading drainage areas, repair of broken asphalt, edging or surfacing roads, installation of street traffic signs, painting of street crossings, grass cutting, maintains flower beds, ballfields, Parks, Playgrounds, Daggett Farm, Ice Arena, Vets Pool and other city properties, etc.
- Supervises and assists in all manual labor projects
- Supervises and assists in the care of the animals and facility at Daggett Farm
- Supervises and assists digging and preparing grave sites, cement foundations for headstones.
- Supervises and assists in the maintenance of Lynch Arena
- Supervises and assists a group of laborers engaged in the manual sweeping of streets and the collection of waste containers.
- Supervises and assists in the maintenance of Vets Pool
- Supervises heavy equipment on job locations.
- Enforces safety regulations.
- Interprets job orders to workers, and assigns duties.
- Confers with other supervisors to coordinate activities of individual departments.
- Performs activities of workers supervised.

## **SUPERVISORY RESPONSIBILITIES**

As stated above.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience. Must be computer literate.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute materials and quantities for all construction and snow and ice jobs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid or renewable CDL license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.