

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Assistant Leader

**TITLE #:** 1053

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of public work activities **and providing working supervision** in the absence of the designated supervisor. Work is performed under general supervision with leeway for independent judgment in routine assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Operates a motor vehicle in connection with snow removal, or the transportation of stone, gravel or other supplies and equipment;

Operates a tractor/truck with trailer, snow blower, bulldozer, concrete mixer, stone crusher, or other attached equipment;

Leads, directs and participates in manual labor such as loading, unloading, digging and related activities;

Leads, directs and participates in the maintenance of road equipment;

Leads, directs and participates in the work of road crew in the absence of the designated supervisor.

**WHEN ASSIGNED TO THE SANITATION DEPARTMENT:**

Leads and directs and participates with Sanitation crew drivers in the operation of garbage collection vehicles over assigned collection route and to and from disposal sites;

Leads, directs and participates with Laborers in manual tasks including loading Sanitation vehicles along assigned routes and loading recycling collection vehicles;

Maintains records and prepares reports as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of the operation and maintenance of a variety of motor equipment; working knowledge of road construction and maintenance work; ability to direct the work of others; ability to follow oral and written instructions; ability to keep records and make reports; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in Public Works activities; OR
- B) Six (6) years experience in Public Works activities.

**SPECIAL REQUIREMENT:** Possess and maintain a valid driver's license in a class appropriate to the requirements of the Appointing Authority.

**Jurisdictional Classification:** Non-Competitive

REVISED: 06/03/14 dp