

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

**CLASS TITLE:** Working Leader

**TITLE #:** 1780

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving responsibility for the proper and efficient completion of assignments including, but not limited to, municipal public works activities such as construction, road maintenance, snow removal or upkeep of buildings, grounds or other municipal infrastructures. Employees in this class both lead and participate in work activities. Work is performed under general supervision with leeway for independent judgement in routine assignments. Supervision is exercised over assigned employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises and participates in the construction, extension, repair, maintenance, and cleaning of streets and roads, water facilities and other municipal infrastructures;

Supervises and participates in excavations, grading, drainage and embankment projects;

Directs and participates in cleaning of highways, catch basins and storm sewers; directs and participates in patching and repairing of roads;

Supervises and participates in the operation and maintenance of various types of motorized equipment, such as trucks, rollers, snow plows, and bulldozers;

Supervises and participates in the snow removal and ice control activities;

Supervises and participates in the maintenance of municipal parks, golf courses, playgrounds or cemeteries;

May prepare computerized reports and enter data into programs on a daily, weekly and/or monthly basis.

When assigned to the Village of Florida:

May perform water plant treatment operator duties, on an as needed basis, with possession of the appropriate certification issued under the provisions of the New York State Sanitary Code.

When assigned to the Town of Monroe:

May record readings and inspect master and domestic water meters, administer chlorine tests on well water, direct repairs of water meters, and prepare reports as required.

When assigned to the Village of Walden:

May record readings and inspect master and domestic water meters, administer chlorine tests on well water, direct repairs of water meters, and prepare reports as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of road construction and maintenance work; good knowledge of safety precautions and procedures with public works activities and equipment; ability to supervise the work of others; ability to follow oral and written instructions; willingness to work under difficult weather conditions; ability to get along well with others; ability to keep records and make reports; dependability; manual dexterity; 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 of experience in road maintenance, road construction, or building trades construction work;  
OR
- (B) Four (4) years of experience as defined in (A) above.

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

**NOTE:** The Town of Monroe may require possession of a Grade C certification issued under the provisions of the New York Sanitary Code.

**NOTE:** The Village of Walden may require possession of a Grade IIB certification issued under the provisions of the New York State Sanitary Code.

**NOTE:** The Village of Florida may require possession of a Grade D certification issued under the provisions of the New York State Sanitary Code.

**JURISDICTIONAL CLASSIFICATION:** Non-Competitive in Towns and Villages

**REVISED:** 04/06/23 ld