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# **CDBG Temporary Working Supervisor**

**CITY OF NEWBURGH DEPARTMENT OF PUBLIC WORKS**

**Full Time Temporary Appointment**

**\$16.00/ Hour - No Benefits**

**Preference shall be given to City of Newburgh residents**

## **GENERAL DESCRIPTION OF DUTIES:**

The Community Development Block Grant Program will fund two positions that will report to the City of Newburgh Department of Public Works to manage two construction projects (see below) during the summer of 2013. Both positions will be required to supervise and manage a working crew of three to six people as well as train the work crew on acceptable techniques and practices used in subject areas.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES TO APPLY:**

Ability to supervise the work of others engaged in routine tasks; ability to understand and follow oral and written directions; ability to get along well with others; ability to keep records and make reports; dependability; physical endurance; good physical condition. Ability to give clear and precise directions. Working knowledge in subject areas of carpentry and/or masonry.

## **MINIMUM QUALIFICATIONS TO APPLY:**

Two years experience in carpentry/construction or masonry work which shall have included supervision of a work crew. Possession of a valid NYS Driver's License.

### **Greenhouse Project**

**Project Summary: Reconstruction of the Carpenter Avenue Greenhouse located within Downing Park. Work will include site deconstruction, carpentry, and concrete work.**

### **Sidewalk Project**

**Project Summary: Reconstruction/repair of sidewalks around several City Parks and public spaces.**

**Applications available through 5/7/14 at**

**Newburgh Civil Service Office**

**City Hall 83 Broadway**

**Newburgh, NY 12550**

**Or, on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)**

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