

# NEW CASTLE COUNTY GOVERNMENT

Number 0395

## CLASS SPECIFICATION

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Date 02/28/11

**Title:** SPECIAL SERVICES WORKER IV

**Approved:**



GENERAL STATEMENT OF DUTIES: Performs advanced supervisory, skilled or technical work performing various assignments and duties within the Department of Special Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs at a higher level of skill, either in the office, clerical or construction trades than that of a Special Services Worker III. Work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Supervises staff;
- Oversees the maintenance and operation of designated areas;
- Coordinates the operation of the facility with personnel who are responsible for conducting programs at that facility;
- Recommends budgets and expenditures for maintenance and operation of a program or facility;
- Orders necessary repairs, supplies, and equipment;
- Enforces safety rules and regulations;
- Assists with the performance of special projects;
- Finishes concrete, rakes asphalt, does rough carpentry, establishes rough field grades in excavation;
- Performs as lead person in grading and seeding operations;
- Operates large tractors, Interstates, specialized equipment and hay wagons;
- Maintains files, types, answers telephones, runs errands, delivers messages, and performs front desk activities;
- Assists in overall office operations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the rules and regulations of the area to which the employee is assigned; ability to supervise others; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain records and prepare written reports; good knowledge of standard practices, tools, and terminology of a trade or familiarity with office terminology and procedure; dependability.

MINIMUM QUALIFICATIONS: At least five (5) years experience in work related to the duties to be performed (experience must have been at the supervisory level if the duties of the position require supervision) and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: If it is required of the duties of the position, possession of a valid Delaware Class D Driver's License or its equivalent and completion of an internal operator's training program administered by the Department of Special Services. Must pass a Class III County physical examination if required of the duties of the position. Must pass a drug screening and criminal background check.

### HISTORY OF REVISIONS

Established: 06/01/98  
Revised: 05/01/03  
Revised: 12/20/05  
Revised: 02/28/11