

NOTICE TO ALL EMPLOYEES

POSITION OPENING

POSITION: Disaster Grant Supervisor
Short Term Temporary Position

REPORTS TO: Business Development Specialist

INTERVIEW: By Appointment

DEADLINE: **Until Filled**

JOB DESCRIPTION: Available on Bulletin Board


SALARY: Level 8

QUALIFICATIONS: See Job Description

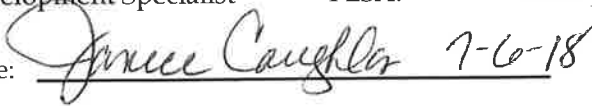
HOURS: 40 hours weekly

CLASS: Non-Exempt

Note: This position will be posted
In- house, social media, Ohio Means Jobs
and agency website.



HR Director Date

Job Title:	Disaster Grant Supervisor	Department:	Workforce & Business Development	
Job Level:	8	Hours:	8 to 5 Monday through Friday (or as scheduled)	
Supervisor:	Business Development Specialist	Short Term Temporary Position	FLSA:	Exempt
Executive Director's Signature:	 7-6-18			
Employee Signature:	_____			

July 5, 2018

Position Overview:

Workforce & Business Development Division of organization. Responsible for maintaining a daily log of worksite locations, types of materials are collected, amounts of debris being removed. Will track the number of hours spent at each location and the type of equipment used to perform the work and equipment inventory log.

Qualifications:

- High School Diploma or G.E.D.
- Two (2) years previous supervisory experience.
- 9th grade math proficiency levels as demonstrated by testing.

Requirements:

- Must be able to lift at least 50 pounds
- Be physically able to perform manual labor.
- Individual must be reliable and accurate.
- Ability to work outside in all types of weather.
- Complete safety training.
- Must have excellent written and verbal communication skills.
- Working knowledge of Pike County.
- Willing to work flexible hours.
- Must be self-motivated.
- Must be well organized.
- Ability to do multiple tasks at one given time.
- Ability to handle confidential information in a professional manner.
- Ability to communicate with the general public in a friendly, courteous and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.

Essential Job Functions:

- Responsible for maintaining a daily log of worksite locations, types of materials being collected, amounts of debris being removed.
- Will track the number of hours spent at each location and the type of equipment used to perform the work and equipment inventory log.
- Responsible for maintaining Disaster Grant Labor Technicians time cards/sheets on a weekly basis.
- Responsible for serving as a liaison between the Community Action Committee of Pike County and the township trustees.
- Responsible for delivering time cards/sheets on a weekly basis to the Case Management Assistant.
- Responsible for ensuring that only work related to the 2018 Flooding is being completed.
- Responsible for ensuring the vehicles are available and prepared daily. Also ensuring that the appropriate safety gear is worn by the crewmembers at all times.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals.

- Adhere to all agency safety policies and procedures
- Responsible for daily supervision of Disaster Grant Labor Technicians.
- Perform any and all other tasks as directed by Supervisor.

Non-Essential Job Functions:

- Committee assignments (Holiday, Safety, etc.)

Other Skills/Abilities/Documentation

- Be a self-motivator.
- Knowledge of Community Action Programs
- Proof of automobile insurance
- Insurable under agency policy
- Reliable transportation

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.