



Maintenance Crew Leader

Category: Classified
Pay Grade: C15
Job Code: 13590

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs supervisory work over a small, labor-intensive crew performing routine semi-skilled work in general maintenance, construction, or repair; performs working supervisory duties; exercises technical independence in determining work methods and procedures; receives assignments and instructions, which may be accompanied by sketches or diagrams.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs lead supervisory work over general utility and labor crews;
- Performs maintenance and calibration of pumps, starters, small engines, generators, tank level indicators, and other mechanical equipment;
- Operates and monitors various equipment, machinery, and pumps, as well as trucks;
- Supervises and performs manual custodial, housekeeping, and landscaping tasks and preventative maintenance and repair of equipment, machinery, and tools;
- Maintains inventory of supplies and materials;
- Acts as public relations person informing the public on County operating procedures, rules, and regulations;
- Trains new employees and assists in employee evaluations and counseling process;
- Coordinates the activities of volunteer personnel as needed within the section or department;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of general construction, maintenance, construction, or repair work that includes lead worker, supervision, or supervisory training; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain a Commercial Driver's License within 1 year of employment or employment may be terminated.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of occupational hazards and safety precautions related to labor-intensive crew assignments;
- Knowledge of methods, materials, equipment, and practices of custodial, housekeeping, and landscaping work;
- Skill in using a variety of standard hand tools, machines, and equipment used in labor intensive crew work;
- Ability to detect defects in machinery and equipment operation and make proper repairs or adjustment;

- Ability to work from oral or written instructions, basic diagrams, and sketches and supervises workers in custodial, housekeeping, maintenance, or repair work;
- Ability to keep basic records, establish grades, read grade stakes, and operate machinery and equipment related to maintenance and repair work;
- Ability to do heavy manual labor for extended periods, occasionally in adverse weather conditions.

PHYSICAL/MENTAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.