



Crew Chief 1

Category: Classified
Pay Grade: C18
Job Code: 13600

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 or oversight work in public works, facilities, utilities, or park construction and/or maintenance; supervises or performs oversight or supervision of personnel, activities, and/or items of construction equipment in public works facilities, utilities, or parks construction and general maintenance activities; prioritizes and schedules utility maintenance and repair projects.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Leads or supervises staff, or provides direction to contract and subcontract crews, volunteers, inmates, and others engaged in facilities, construction, maintenance, housekeeping, grounds, pavement patching, tree trimming, mowing, clearing rights-of-ways, etc.;
- Schedules, monitors, and oversees indoor and/or outdoor activities and projects;
- Supervises maintenance projects, repair, and reconstruction of cement works including cleaning the culverts, rebuilding or repairing the culverts, and constructing new culverts using various equipment and machinery;
- Supervises the building of roads, walks, parking lots, fences, guard rails, beach areas, and picnic areas;
- Supervises the installation, maintenance, and repair of water service connections and sewer lines;
- Supervises some equipment operations and contacts equipment operators on job sites;
- Supervises and assigns crew to various job tasks and arranges for vacation and sick relief;
- Acts as public relations person including investigating and resolving mowing complaints, arranging for machinery to trespass on private property when necessary and explaining to property owners the nature of the work being completed;
- May operate equipment or perform construction or maintenance work as needed;
- Performs recordkeeping tasks such as proper reports for mowing billing procedures and time records;
- Manages assets and fuel levels;
- Approves payroll, hours worked, and leave requests and performs employee evaluations, disciplinary action, incident/accident reports;
- Performs other office and related administrative assignments including computer functions;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of public works, utilities, general construction, maintenance, 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.
- A Commercial Driver's License must be obtained within one (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 methods, operating rules, and equipment used in public works and utilities construction and maintenance;
- Knowledge of types and uses of public works equipment related to indoor, street, highway, and utility construction and maintenance and the operating characteristics and maintenance requirements of construction equipment.
- Skill in equipment operations and maintenance.
- Ability to plan, schedule, and supervise personnel and equipment in a manner conducive to full performance and high morale;
- Ability to read working diagrams, sketches, and basic blueprints and keep records and prepare reports;
- Ability to accurately evaluate the work, abilities, and attitudes of subordinates and possession of sufficient physical strength and agility to work indoors or outdoors under adverse weather conditions;
- Ability to use a computer to complete assignments, prepare communications, reports, etc.

PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 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.
- **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.

- 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.
- 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.