

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Crew Leader
FUNCTIONAL AREA: Public Works Department

WORK OBJECTIVE:

Under general direction, performs skilled maintenance, repair and construction, while performing limited supervisory work. Employee performs in a lead capacity, and requires journeyman knowledge of maintenance and repair skills, policies and procedures. Position is also accountable for journeyman knowledge of heavy equipment operating procedures, acquired through schooling, training, and/or work experience. Employee is responsible for ensuring all work is performed according to established safety standards, codes and regulations applicable to the work. Work is performed with independence with limited supervision.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs and supervises assigned personnel in routine maintenance to semi-skilled trades work; supervises and inspects work; trains workers.
- Operates a wide variety of construction equipment and tools; operates various standard hand-held manual, electrical, and gas powered tools and equipment; operates a variety of specialized trade specific tools and equipment.
- Identifies and reports any detected deterioration, repair needs, and maintenance needs to supervisor.
- Performs various record maintenance duties where applicable, e.g., work orders, materials and supplies ordered/utilized, cost estimates, job/time records, labor logs, maintenance logs.
- Performs and assists with duties of assigned personnel, e.g., performs routine to moderately complex maintenance and repairs on structures, facilities, equipment, street signs, side walks, bicycle paths and other City property.
- Ensures all work performed adheres to established safety standards, building codes and regulations, and engineering standards where applicable.
- Maintains equipment, tools and supplies inventory levels.
- Assists with budget preparation.
- Prepares, supervises and performs various special projects, e.g., painting, carpentry, plumbing, masonry, underground utilities, paving, pavement marking, road signs.
- Maintains and reviews payroll and overtime logs and timesheets.

Crew Leader

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by three (3) to four (4) years responsible experience in semi-skilled trades work, to include one (1) year experience in a lead capacity; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class "B" Florida Commercial Drivers License. Must possess and maintain all certifications and licenses necessary for the assigned area of work.

Knowledge, Skills, & Abilities –

Considerable knowledge of the semi-professional construction and maintenance work involved in a comprehensive municipal construction, repair and maintenance program.

Considerable knowledge of materials, tools, equipment and necessary safety precautions used in the assigned area of work.

Ability to understand, interpret, lead and effectively carry out complex oral and written instructions.

Ability to operate various hand held tools and repair equipment, e.g., power drill, wrench, screwdriver, shovel, rake, pole saw, edger, blower, generator, mosquito fogger.

Ability to operate various heavy equipment and machinery, e.g., utility vehicles, crane, back hoe, dump truck, fork lift.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to plan, assign and lead the work of skilled and unskilled personnel.

Ability to read and interpret basic blueprints and plans.

Ability to maintain effective working relationships with subordinates, superiors and the general public.

Ability to effectively lead a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

Skill in semi-professional maintenance repair and construction methods, techniques and equipment.

PHYSICAL REQUIREMENTS:

Tasks involve the performance of physically demanding work, typically involving some combination of standing, walking, sitting, reaching, stooping, climbing or kneeling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-90 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (100+ pounds).

Crew Leader

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for extended periods of exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.