

Marion County Board of County Commissioners

POSITION DESCRIPTION



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.

CREW LEADER

Department: MSTU
Pay Grade: 108
FLSA Status: Exempt
Job Class: 7136
Risk Code: 9410

JOB SUMMARY

Responsible for overseeing work in the operation and maintenance of the County Road system and rights-of-way.

ESSENTIAL JOB FUNCTIONS

- Communicates with coworkers/crew to plan, assign, and complete job activities. Monitors production and troubleshoots and initiates problem solving.
- Plans and organizes work by evaluating conditions to determine which tasks should be performed in what order and what materials or information is needed.
- Trains and instructs other employees on the safe and proper use of various pieces of small, light, and medium equipment, proper maintenance procedures, and division policies and procedures.
- Determines the best set up and placement of equipment and materials in order to complete the job. Performs equipment set up procedures as specified in written manuals, procedures, or guidelines.
- Must be able to respond to emergency and after-hours calls on nights and weekends.
- Interprets and administers corrective actions related to customer service to ensure all inquiries and complaints are handled in a professional and timely manner.
- Assists when needed to perform preventive maintenance and services on all assigned county vehicles and equipment, including small engine equipment.
- May fill in for Maintenance Manager in the event of absence.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct and indirect supervision over an employee workforce assigned to the MSTU department. This includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and four (4) years' experience in road construction and/or maintenance; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida Commercial Class B driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Ability to identify a problem, analyze the problem, and determine the best course of action or solution to resolve the problem.
- Knowledge of all road maintenance equipment.
- Ability to pay constant and close attention to detail.
- Ability to supervise and manage a crew.
- Ability to work, plan, assign, monitor, and supervise the work of field crews.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL 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. While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, and talk or hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals; risk of electrical shock; vibrations; high, precarious places; and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.