

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.

LITTER CREW LEADER

Department: Solid Waste
Pay Grade: 205
FLSA Status: Non-Exempt
Job Class: 8068
Risk Code: 7590

JOB SUMMARY

Responsible for performing semi-skilled work and supervising a small group of Marion County Probationers, Marion County and State Inmate Workers, and Court-assigned Community Services Workers in cleaning litter from County roads and right of ways. Self performs various tasks such as litter collection and removal, transporting vehicles to/from fleet, helping at community events, etc.

ESSENTIAL JOB FUNCTIONS

- Supervises state and county inmate workers and community service workers in the daily task of cleaning litter from the county-maintained roads, rights-of-way, or other areas as assigned.
- Reviews and acknowledges annually, by signature The Marion County Sheriff's Office Rules and Regulations for Marion County Inmate Workers as well as the State of Florida's Department of Corrections Rules and Regulations and attends the State of Florida's Department of Corrections training for Inmates, and ensures directives are strictly adhered assuring the integrity of the program.
- Ensures that laborers are not left unattended at any time and checks vehicles for contraband on a daily basis.
- Maintains a professional relationship with all workers.
- Performs light maintenance and repair on assigned equipment.
- Collects litter from county maintained right of ways. Cleans up illegal dumping in county right of ways, county owned DRAs for the clean water program. Cleans up of county properties with code violations.
- Delivers containers and materials for special events and temporary collection sites. Collects and delivers materials, trash, and recyclables as directed.
- Complies with BCC requests to support clean ups and right of way support for transportation and mowing vendors and operations.

- Performs litter control on the Baseline Facility to ensure compliance with FDEP permitting requirements. Picks up litter for the adopt-a-road program, which encourages citizen participation in cleaning up their communities.
- Collects litter from numerous complaints received by county code enforcement and SW administration, to include illegal dumps on government owned properties and right of ways, which includes the necessity of operating of medium equipment such as a grapple in the collection of these items.
- Follows program rules and ensures assigned persons do the same.
- Performs a daily safety briefing to assigned community service workers.
- Performs pre-trip equipment logs daily and accurately prepare and completes daily equipment inspection sheets.
- Accurately prepares and completes daily worksheets detailing roads walked, miles walked, and tonnage collected.
- Maintains SW department vehicles to include the cleaning and complete detailing of the exterior and interior.
- Assists during Electronic-Waste Collection events. Organizes and sets up providing supervision of trustees for smooth conduction of such events.
- Assists in other community clean-up events.
- Attends classes and meetings for training certification and safety requirements.
- Provides assistance in setting up and disassembling for county sponsored functions and events to boost employee moral or community relations.
- Prepares daily documentations and report to ensure accurate monthly and annual tonnages, personnel counts, and mileage calculations for submissions to the BCC, sheriff, and judicial system. Practice a safety-first policy in the work environment.
- Assists wherever needed during emergency preparedness and for clean-up activities after the emergency, to include supervision of labor crews in whatever capacity.
- Conducts clean-up activities related to departmental offices and buildings. Organizes storage buildings and assists various other county departments in moves to new office buildings, etc.
- Transports workers by bus, van, or truck to worksite as scheduled.
- Practice a safety-first policy in the work environment. Adheres to established safety and health policies and procedures to ensure a safe environment for customers, other employees, and self.
- 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.
- Serves as a department safety committee member as required.
- Implements the organization's guiding principles and core values.
- Ensures proper work zone safety standards are met in accordance with best management practices.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for supervising the work of a relatively small number of laborers including but not limited to contracted labor, community service workers and inmates (five to fifteen) with limited supervision. Includes assigning, directing, and continual observance of all laborers at all times.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; two (2) years' driving experience with six (6) months experience as lead worker; or an equivalent combination of education and experience.

Licenses or Certifications:

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

Must keep a clean background record in accordance with FDLE standards to remain qualified to transport Marion County Inmates as well as Florida's Department of Corrections Inmates. Eligibility is required at time of hire and as a condition of continued employment.

Requires FEMA NIMS IS-100.C, ICS-200.C, IS-700.B, and IS-800.D Certifications within six (6) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to figure tonnage and mileage.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Ability to remain calm in stressful and possible harmful 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 occasionally be required to sit, climb or balance, stoop, kneel, crouch; will regularly be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles; and will frequently be exposed to moving traffic 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.