



# 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 SUPERVISOR

**Department:** Office of the County Engineer

**Pay Grade:** 110

**FLSA Status:** Non-Exempt

**Job Class:** 1292

**Risk Code:** 5509

#### JOB SUMMARY

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

#### ESSENTIAL JOB FUNCTIONS

- Communicates with coworkers 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.
- Conducts performance evaluations, recommending promotions, demotions, and discipline.
- Participates in interview panels.
- Trains and instructs other employees on the safe and proper use of various pieces of small, light, medium and heavy 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.
- Researches plat maps, rights-of-way boundaries, and utilization.
- Responds to citizen complaints and work requests. Responses may include field review, elevation survey, subdivision research, and historical response collection.
- Responds 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 with monitoring work performed for budget impacts and productivity
- 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 substation. 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, discipline; planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience**

High school diploma or equivalent; and four (4) years' relevant experience; or an equivalent combination of education and experience.

#### **Licenses or Certifications**

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

- Florida Intermediate Maintenance of Traffic Certification within one (1) year of assignment.
- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within three (3) months of assignment.
- FEMA NIMS IS-300 and IS-400 Certifications within one (1) year of assignment.
- Hazardous Materials (40-hour course) within one (1) year of assignment.
- Erosion and Sediment Control Certification within one (1) year of assignment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to understand and follow oral and written instructions.
- Ability to provide oral and written instructions.
- 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 perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to use grading instruments to determine relative elevation and grade changes
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of all road maintenance equipment.
- Knowledge of the principles and practices of road construction.
- Knowledge of all County regulations pertaining to the operation of equipment.
- Ability to identify invasive and undesirable vegetation along highway and rights-of-way.
- 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 medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 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 and 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.