

MAINTENANCE CREW SUPERVISOR

MAJOR FUNCTIONS

This position performs semi-skilled work and supervises a small group of unskilled and semi-skilled workers in general maintenance and involves very frequent physical labor in unskilled and semi-skilled work in the continuous maintenance, repair and custodial care of county buildings and grounds. Expected to carry out the duties assigned to the crews as well as coordinate their activities and schedules.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Assigns daily schedules and supervises the work of the assigned crew. Assists with annual budget, orders and shops for parts and supplies, and provides training to staff in proper use of equipment.
- Performs light to medium carpentry work that may involve working with wood products, measuring, cutting, and nailing wood in the repair and maintenance of doors, windows, casings, framing, steps, fencing, door / window screen wire at designated facilities or other locations.
- Work may include minor repair and maintenance of electrical systems, changing of light bulbs, reset circuit breakers, reset water and sewer system, alarms, battery replacement in smoke and fire alarms, repair of small powered hand tools, and changing air-conditioning filters.
- Work may include installation in new construction and remodeling, maintenance, trouble shooting and repair of plumbing fixtures, water lines and sewer lines. Makes minor repairs such as replacing or repair to o-rings, handles, valve flaps, shower heads, hose bibs, irrigation systems, faucets, drain traps, toilet seats, unplugging clogged sewer/drain lines/ toilets, clean and changing water system filters, reset water and sewer station alarms.
- Work may include the pressure washing of buildings, walkways, seats, piers, docks and other structures for the purpose of cleaning. Light to medium painting of inside and outside of buildings and other structures, that may involve the use of all types of paints.
- Perform all custodial functions including, cleaning and sanitizing bathroom facilities, cleaning windows and floors, vacuuming carpets, and emptying trash receptacles. Dust walls, baseboards, furniture and office equipment as well as strips and waxes floors using professional cleaning equipment and chemicals.
- Perform manual labor and operating light to heavy duty equipment which may include the operations of a back hoe, front end loader, roll off truck, dump truck, bat-wing mower, PTO driven mowers, augers, various size riding and push type mowers, light to heavy duty tractors with various type of farm and general ground maintenance attachments.

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- May perform event set-up and clean-up at various sites and other event locations, which include community center grounds or other related facility locations. May include setting up both pedestrian and vehicle traffic control barriers, moving of and set-up of other equipment for events or other functions.
- Work may include light to medium duty welding and perform metal fabrication for handrails, walkways, seats, and general repairs at assigned locations.
- Performs general preventive maintenance on tractors, gas or electric utility carts, all types of mowers, and other general grounds maintenance equipment.
- Performs care of all general ground maintenance work which may include the mowing, raking of leaves, trash removal, removal of fallen or broken tree limbs, trimming of both plants and trees, and weeding flower beds.
- May maintain swim areas, both beach and swimming pools, buoys and signage. Performs pool maintenance encompassing cleaning, checking water samples, and adding chemicals, cleaning tiles, skimming pools, performing deck maintenance, cleaning, changing and making minor repairs on filters.
- May perform minor maintenance projects at community center grounds and other related facilities. Will work with Facilities Management staff to perform larger projects as needed.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule. Work schedule may require after hours, holidays, and weekend hours.

SECONDARY FUNCTIONS

- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with employees of other departments in the County on a limited basis, and with other employees of the unit, citizens, and customers of the department on a daily basis. Service is provided in person and by telephone.

SUPERVISION

Requires directly and regularly supervising work of a relatively small number of employees with no indirect supervision. Includes assigning, directing, evaluation and reviewing work of subordinate employees. Responsibilities include providing on the job training, evaluating job performance, promotion, or status changes. Will supervise other general maintenance technicians, recreation center aides, and may supervise community service workers.

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EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

High school diploma or general education degree (GED); and three years experience. One year grounds keeping, two years supervisory, and one year building trades experience is required. Training may include trade courses, apprenticeship, or on the job training.

Licenses.

May be required to possess a valid Class B Florida CDL with airbrake endorsement.. Hazmat endorsement may be needed for some locations. Must possess a valid Florida Drivers License in the absence of the CDL license requirement.

Certifications.

Depending on area of assignment, may require a Florida Drivers license CDL Class B.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Ability

- 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.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

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Specialized Skills and Abilities

- General knowledge of carpentry, painting, and plumbing.
- General knowledge grounds keeping and custodial cleaning techniques.
- General knowledge of materials and equipment in maintaining swimming pools.
- Ability to communicate orally.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates and members of the general public.
- 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.

Machinery and Equipment

While performing the duties of this position, the employee will be required to operate the following machines and equipment: push mowers, riding mowers, weed eater, trimmer, edger, pool brush, leaf rake, pool skimmer, floor stripper and buffer, and a variety of hand tools used in the trade.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to 50 pounds; will regularly be required to reach with hands and arms, and to lift up to 25 pounds; and will frequently be required to stand, walk, use hands to finger, handle, or feel, talk or hear. Vision requirements are close, distance, color, and peripheral vision; depth perception; and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to high precarious places, fumes or airborne particles, and risk of electrical shock; will regularly be required to be exposed to moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, and vibration. The typical

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noise level for this environment is loud.

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