

<p style="text-align: center;">LITTER CREW LEADER On-Call</p>

MAJOR FUNCTION

This position performs semi skilled work and supervises a small group of Marion County Jail trustees cleaning litter from County roads and right of ways and is expected to carry out the duties assigned to the crew as well as coordinate their schedule. Work is performed under the supervision of the Solid Waste Supervisor

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.

- Supervise trustees cleaning county roads and right of ways of litter.
- Ensures that the Sheriff's Department directives are strictly followed.
- Prepare daily work reports listing roads, miles and tonnage.
- Check vehicles for contraband on a regular basis.
- Ensures that trustees are not left unattended at any time.
- Maintains a working distance within inmates.
- Maintains quality and performance standards.
- Required to transport workers by bus, van or truck to worksite as scheduled.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Operates a roll off and clam bucket truck when needed.
- Performs light maintenance of vehicle and trailer.
- May perform manual labor or other work assignments.
- Performs other tasks as assigned.

CUSTOMER SERVICE

This position provides a minimal contact with the public. It is necessary to interact with other litter crews and certain solid waste employees in the course of the work day.

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SUPERVISION

Responsible for supervising the work of a relatively small number of trustees (five to ten), with limited supervision. Includes assigning, directing, and continual observance of all trustees at all times.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

High School diploma or general education degree (GED); a thorough knowledge of Marion County roads; two years verifiable driving experience and/or training; minimum six months experience of lead worker or supervisor with at least 4 or more employees/workers.

Licenses

Possession of a valid Florida Drivers License required, and possession of a valid Florida CDL Class B License with passenger endorsement required for transportation of workers and special projects.

JOB SKILLS

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

Language Skills

- Ability to read and interpret documents such as directives, safety rules and regulations, and work orders.
- Ability to write routine daily reports for miles walked, roads cleaned and tonnage.
- Ability to communicate with trustees concerning rules, regulations and job requirements.
- Ability to speak effectively one-on-one with 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 figure tonnage and mileage.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form.
- Ability to deal with problems concerning trustees and concealed contraband.
- Requires using good judgment regarding issuing equipment and tools not authorized by the

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Sheriff's Department.

Specialized Skills and Abilities

- Ability to efficiently operate a roll off or clam bucket truck.
- Ability to remain calm in stressful and possible harmful situations.
- Ability to take a teamwork approach to the job cooperating with others, offering help to others when needed, and considering large organizational 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.

Machines and Equipment

This employee will be required to operate the following equipment: Roll Off Truck, Clam Shell, Hydraulic Dump Trailer, 1 Ton Pick Up Truck, a variety of small hand tools, two-way radio, calculator, and fax machine in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, and lift up to one hundred pounds; 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. Special vision requirements are close, color, and peripheral vision, depth perception and the 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 exposed to fumes or airborne particles; and will frequently be exposed to moving traffic and outdoor weather conditions. The noise level for this environment will be loud.

Established: 3/02

Pay Grade :99

Job Description Number: 8068

Category: 8

Status: NE

Revised: 10/2005