

SENIOR CREW LEADER

MAJOR FUNCTION

This is a supervisory position responsible for overseeing work in the operations of the Solid Waste Department's Community Service Work Program. The position is for a working supervisor who will, when necessary, perform manual labor or operate equipment to accomplish assigned tasks.

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.

- Communicates with coworkers to plan, assign, and complete job activities. Monitors production, troubleshoot and initiate 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.
- This position is responsible for assigning, supervising and coordinating work crews and equipment for weekend litter control on the County maintained right of ways.
- Will determine the best set up and placement of personnel, equipment and materials in order to complete all weekend litter control related jobs.
- Must be able to respond to emergency and after hour's calls on nights and weekends. Must be able to drive a county vehicle.
- Provides training to staff in current ordinances, codes, statutes, and in the proper use of equipment for work program. Interprets and administers corrective actions related to customer service to ensure all inquires and complaints are handled in a professional and timely manner.
- Responsible for coordination and completion of duties encompassing the community service work program in all its aspects.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

SENIOR CREW LEADER

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County Departments. Personal contact occurs with other employees of the unit, employees of other departments in the county, employees of the county's judicial system, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct and indirect supervision over a small number of employees and indirect supervision of a court appointed community workforce in excess of 45 persons. 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, discipline, planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

A 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 four or more employees/workers. Or equivalent combination of education and experience.

Licenses

Possession of a valid Florida driver's license required, and possession of a valid Florida CDL class B license required for 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 safety rules, governmental regulations, operating and maintenance instructions, and procedure manuals.
- Ability to write routine daily reports and business correspondence; for attendance, miles walked, roads cleaned, tonnages for MCBCC and the Judicial system.

SENIOR CREW LEADER

- Ability to effectively present information and respond to questions from groups of managers, customers, general public, and other departments, and employees of the organization.
- Ability to communicate with community service workers, concerning rules, regulations and task assignments.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to figure tonnages and mileages.

Problem Solving Abilities

- 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.
- May 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.

Specialized Skills and Abilities

- Work requires constant attention to detail.
- Ability to plan, assign, monitor, and supervise the work of litter crew leaders, Meo bus drivers and community service workers.
- Ability to efficiently operate a roll off or grapple truck.
- 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.

SENIOR CREW LEADER

Machines and Equipment

This employee will be required to operate a roll off truck, grapple truck, hydraulic dumping trailer, pickup truck and two way radio; and will also be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, and to lift up to one hundred pounds; will regularly be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk or hear, taste or smell. 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 be exposed to, fumes or airborne particles, moving traffic, and outdoor weather conditions. The noise level for this environment will be moderate to loud.

Established 10/01
Pay Grade: 15
Job Description Number: 7095

Category: 1
Status: NE
Revised: 2/2005