

CREW LEADER

The Town of Ponce Inlet is currently accepting applications for the position of Crew Leader in the Public Works Division.

The ideal candidate must be able to supervise a work crew, operate light & heavy equipment; responsibilities will be to maintain and repair Town facilities, parks and grounds. Duties include performing water system and storm water maintenance and repair activities; sidewalks, streets and right of ways maintenance and repair; and other related work activities. Must be able to lift in excess of 80 pounds.

Qualified candidates must have a High School diploma (or equivalent) and two years of vocational/technical training in construction. Ideal candidates should possess five to seven years previous experience in any combination that provides Journeyman skill set: electrical, plumbing and/or carpentry. Minimum of two years experience required in a work-crew supervisory position. Within one year of employment, must obtain Class 3 Stormwater Operator License, Backflow Prevention License, and MOT certified. Within 18 months of employment, must obtain FDEP Class 3 Water Distribution License. Must possess a valid FL driver's license. Excellent benefits package. Hiring range: \$37,342-43,565, DOQ.

Applications may be obtained in person from the Town of Ponce Inlet, 4300 S. Atlantic Avenue, Ponce Inlet, Florida 32127. Applications are also available for download at: www.ponce-inlet.org.

EOE A/F/D/V-Drug-Free Workplace.

Job Description Attached

Open until filled

Ponce Inlet, FL

Classification Description

Classification Title: Crew Leader
Department: Public Works

Pay Grade: 7
FLSA Status: Non-exempt

General Description

The position provides leadership to the crews that maintain the water system, building and grounds maintenance, repairs to streets and sidewalks, Supervises non-supervisory personnel. Reports to General Manager of Public Works.

Nature of Work

The employee solves a variety of problems in situations where only limited standardization exists; writes standard documentation using established formats, or documents work performed, actions taken or results by writing one or two brief sentences; interviews or discusses detailed information, frequently involving customer/citizen problems or complaints. The employee has daily contact with other Department employees, employees in other departments, and the public with weekly contact with employees in other organizations. Planning and scheduling is significant where a relatively large part of the job is planning/scheduling activities for others and the employee. Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. Work is assigned by General Manager of Public Works who provides general guidance allowing for employee planning of procedures and methods to attain objective. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

Supervisory or management responsibilities: The employee supervises two or more subordinate personnel, performing such responsibilities as: planning work, scheduling work, setting objectives, instructing on work procedures, reviewing work of others, and granting time off.

Essential Functions:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, and the ability to get along with others, are presumed qualities and may not be listed specifically. The essential functions identified for this job are:

- Performs water system maintenance and repair activities, to include, but not limited to, repairing breaks, installing and exchanging meters, tap water lines, and locating lines. Includes ordering water supplies;
- Supervises public work crews, answering questions, and assumes General Manager of Public Works duties during absences;
- Maintains Town facilities, including building maintenance activities, as well as parks and grounds;
- Performs a variety of maintenance related work activities, including operating equipment to set up water pumps for storm water, and maintenance of streets and right of ways;

- Sets up for and work special events;
- Supervise hurricane preparedness activities;
- Coordinate calls in emergency planning and with Town customers.

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: The employee uses and operates a variety of office and computer equipment and related software. The employee uses and operates equipment required to perform job responsibilities, such as light equipment, lawn maintenance equipment, sound systems, pumps, tapping machine and touch read system. The employee operates a vehicle.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of water system, and the ability to perform required maintenance and repair activities, ability to read utility maps;
- Knowledge of facilities maintenance, electrical, plumbing and carpentry;
- Knowledge of light and heavy equipment to including the ability to operate them safely and perform general preventive maintenance;
- Knowledge of backflow system;
- Leadership skills to delegate and monitor work crews to make sure work crew completes work on time and according to Department standards. Includes making sure that crew members are trained on safety standards and that they follow such standards while completing work activities.
- Maintain Continuing Education (CEU) for required license.

Minimum Qualifications:

High school diploma or equivalent and two (2) years of vocational/technical training in construction. Candidates should possess five (5) to seven (7) years previous experience in any combination that provides Journeyman skill set: electrical, plumbing and/or carpentry. Preferred candidate will have a minimum of two years experience in a work-crew supervisory position. Within one (1) year of employment, must obtain Class 3 Stormwater Operator License, Backflow Prevention License and MOT certified. Within eighteen (18) months of employment, must obtain FDEP Class 3 Water Distribution Operator License. Must possess and maintain a Class D driver license.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The following describe the physical effort and/or risk required to do the job.

Work Position

Standing	(30%)
Walking	(50%)
Sitting	(less than 10%)

Body Movements

Lifting	(80 lbs)
Lifting frequency	(Very Frequent)
Bending	(Very Frequent)
Pushing and/or pulling loads	(Very Frequent)
Reaching over head	(Frequent)
Kneeling	(Some)
Crawling	(None)
Climbing ladders	(Some)

The following describes the kinds of mental stress and visual effort that is required to do the job.

Typing/CRT	(Some)
Attention to detail	(Frequent)
Monitoring equipment	(Frequent)
Detailed inspection	(Some)
Transcription/proofreading	(Some)
Adverse conditions exposure to	
temperature extremes	(Some)
dangerous equipment	(Frequent)
chemicals	(Frequent)
noise	(Frequent)
noxious odors/fumes	(Some)
Other physical effort/risk	
Information:	
exposure to utility main breaks	(Some)
working in flood water	(Some)

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee

Approved: _____
Supervisor