

CITY OF GREENACRES

POSITION DESCRIPTION

Position Title: Crew Leader	Job Code No.: 7046
Department: Public Works	Classification: Non-exempt
Full-Time <input checked="" type="checkbox"/> or Part-Time <input type="checkbox"/> (check one)	Hours/wk or Shift: 40
Reports to: Parks Maintenance Supervisor	Effective Date: 4/04/05
Directly supervises: N/A	Revised:

Position Summary: Oversees Trustees and Maintenance Workers I and II and performs manual work and operates equipment in a variety of maintenance activities of public facilities including grounds, parks, and public buildings.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Oversees and coordinates work of Maintenance Workers and/or a crew of Trustees in the maintenance of public facilities and grounds.
- Ensures that Trustees are supervised at all times.
- Trains Trustees in proper use and care of tools and equipment.
- Follows safety rules and regulations of the City and the Department, and ensures that Maintenance Workers and Trustees utilize personal protection equipment.
- Ensures that all planted areas are aesthetically groomed, attractive, and healthy.
- Cleans walkways, pavilions, building structures and parking areas, and removes litter and trash from parks and public facilities.
- Installs, trims, and sprays trees and foliage, clears brush, cuts and edges grass/weeds with hand and power tools and/or equipment.
- Applies pesticides, herbicides, and fertilizers as required.
- Performs preventive maintenance on tools and equipment.
- Operates equipment such as backhoe/front end loader, clam shell/ knuckle boom loader, water tank and pump, and bucket lift.
- Assists other City Departments as directed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Requirements:

- Knowledge of:
 - Sheriff's Office "Prisoner off-compound rules".
 - Plant and tree species.
 - Occupational hazards, environmental regulations and compliance thereof, and safety precautions of the trade.
 - Proper care and maintenance of sports and lawn turf.
- Ability to:
 - Understand and adhere to Policies and Procedures.
 - Utilize common hand tools, power tools, and mechanical equipment.
 - Organize, supervise, and manage the activities of the Grounds Maintenance Crew.

- Communicate effectively both verbally and in writing, to prepare concise work sheets and present findings to Parks Maintenance Supervisor.
- Establish and maintain an effective working relationship with co-workers, other City Departments, public agencies, and the general public.

Education and Experience Requirements:

- High School Diploma/GED.
- Minimum of three (3) years experience in Parks and Grounds maintenance or other Public Works activities, or any combination of education/training and experience to meet minimum requirement.
- Possess Public Applicator Restricted Use Pesticide License or ability to acquire within six (6) months of employment.
- Possess Traffic Control Technician Certification or ability to acquire within six (6) months of employment.
- Possess a Florida CDL Class B license with air-brake endorsement or the ability to acquire within six (6) months of employment.

Physical Requirements/Working Conditions:

- Frequent lifting and moving of objects up to fifty (50) pounds.
- Occasional lifting and moving of objects up to one-hundred (100) pounds with mechanical assistance.
- Manual dexterity using power tools and equipment.
- Perform inspections and observations of work area, which may include driving, walking, stooping, kneeling, crawling, squatting, lifting, bending, turning, and working in tight spaces.
- Working conditions are primarily in outdoor environment conditions on a daily basis at times without effective protection from the weather.

Tools and Equipment Used:

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| • City vehicles | • Mixers |
| • Backhoe/Front-end Loader | • Bucket Lift |
| • Clam Shell/Knuckle Boom Loader (CDL) | • Hydraulic Tools |
| • Water Tank and Pump (CDL) | • Skid Steer |
| • Six Yard Dump Truck (CDL) | • Concrete Saws |
| • Chain saws | • Turf Top Dressers |
| • Mowers and Small Tractors | • Chemical Spray Equipment |
| • Edgers, Trimmers, Blowers, Spreaders, and Tillers | • Turf Aerators |
| • Hand and Power Tools | • Radio and telephone equipment |

The position description does not constitute an employment agreement, and is subject to change by the employer or the needs of the employer and requirements of the job change.

Approved by: /s/Wadie Atallah
 City Manager

Date: 4/7/05