

# **CITY OF SATELLITE BEACH**

## **JOB DESCRIPTION**

**JOB TITLE:** CREW LEADER (Facilities)

**DEPARTMENT:** PUBLIC WORKS

### **GENERAL DESCRIPTION:**

Lead and technical work in the maintenance and repair of all City facilities and park sites, and their equipment and appurtenances. Work is performed under the general direction of the Public Works Director.

### **ESSENTIAL JOB FUNCTIONS:**

1. Receives, expedites, and performs all department requests for facilities service (carpentry, plumbing, irrigation system, electrical, air condition, painting, etc.)
2. Processes work orders (materials, drawings, man hours, etc.)
3. Supervises and participates in the actual work.
4. Performs maintenance of various records.
5. Pre-visits job sites for major projects.
6. Prepares and purchases materials and supplies.
7. Performs work found in other Crew Leader's classification.
8. Assists in of preventative maintenance programming.
9. Other duties as may be assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the methods, practices, tools and materials used in general building and mechanical maintenance and repair work.
- Ability to work from drawings and blueprints and to estimate material needs.
- Ability to plan and lead the work of subordinates.
- Skill at the journeyman level in the use of tools and equipment in a specialized field.

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**CREW LEADER (Facilities)**

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Three (3) years of experience in building and mechanical repair work, including completion of apprenticeship training in one of the skills necessary in building and building equipment maintenance.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Ability to communicate both orally and in writing.
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Walking
- Standing
- Driving

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights (up to 15 feet)

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)