

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: CREW CHIEF – CITY FACILITIES
VACANCY DATE: FEBRUARY 12, 2019
SALARY: \$16.95 - \$24.81 PER HOUR DEPENDING ON QUALIFICATIONS
CLOSING DATE: MARCH 31, 2019
DEPARTMENT: PUBLIC WORKS
GRADE: 11

GENERAL DESCRIPTION

This is a highly responsible supervisory, skilled position involving in the maintenance of City buildings, infrastructure, grounds, and streets. Work includes the training, safety, coordination, and assignment the supervision of a crew and coordination with City staff, residents, businesses and other agencies. The City facilities crew chief is responsible for performing maintenance tasks and the completion of special projects. Performance of tasks requires skill in many fields (e.g. carpentry, electrical, heating, ventilation, and air conditioning (HVAC), plumbing, etc.). This position is performed with considerable independence under the general direction of the Public Works Supervisor.

ESSENTIAL JOB FUNCTIONS:

The listed job functions are general in nature and are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. In general, the duties of the facilities crew chief include, but are not limited to:

Supervisory Duties:

- Responsible for the supervision, training, safety, evaluation, and discipline of employees
- Coordinates crew activities and enforces work standards, practices and policies
- Trains and instructs crew members on vehicles, equipment, work procedures, and safety precautions
- Confirms crew attendance, proper use of personal protective equipment, and mental/physical readiness for work
- Ensures that all employees utilize safety equipment and procedures
- Assists with and/or completes employee performance reviews

Operational Duties:

- Assists with the planning, scheduling and implementing construction, maintenance and operational duties designed to keep City properties aesthetically pleasing and functioning efficiently
- Inspects buildings and other structures to document needed repairs with notes and recommendations
- Optimizes maintenance practices to effect the most safe, efficient, and economical utilization of resources, facilities, personnel and equipment
- Responds to and resolves requests or complaints in a timely manner
- Responsible for the maintenance and routine inspection of all equipment, tools, and vehicles in the division
- Operates vehicles and equipment of various sizes and weights
- Performs minor electrical maintenance including but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools
- Performs minor plumbing maintenance including but not be limited to replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.
- Performs minor carpentry and masonry work including the construction and repair of walls, docks, dune walkovers, etc.
- Prepares surfaces and paints various structures and equipment such walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.
- Cleans building areas, grounds, and other work areas

Administrative Duties:

- Works with the Public Works Supervisor to evaluate and plan projects and maintenance procedures
- Gathers and disseminates information to the mechanics when vehicle or equipment repairs are needed
- Tracks and electronically files safety documentation for trainings and inspections
- Outsources repairs that cannot be performed in-house
- Obtains quotes and orders parts, materials, and equipment
- Maintains an inventory of items used within the division
- Submits employee timesheets, evaluations, basic forms, and paperwork
- Assists with the development of the operating and capital budget for the Department
- Order parts and maintain required documents
- Utilizes the City's Work Order and Asset Management system, as directed by the Public Works Supervisor
- Completes various reports and forms as required

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Considerable knowledge of modern techniques, procedures, and practices related of maintaining municipal infrastructure
- Ability to instruct and evaluate the work assignments of personnel
- Ability to establish and maintain professional working relationships with management, subordinates, contractors, and the general public
- Ability to develop, prepare, and present reports and long-range plans
- Ability to respond to after-hours emergency call-ins within a reasonable amount of time
- Ability to make minor electrical and mechanical repairs to various types of equipment under instruction and guidance of qualified supervisor
- Ability to comply with work schedules and maintain a satisfactory safety and attendance record
- Ability to perform all tasks of Service Workers II and III and that of the Facilities Maintenance Technician
- Ability to communicate effectively both verbally and in writing
- Efficient in the use of Microsoft Office programs
- Ability to work flexible hours, as special circumstances necessitate
- Ability to act as interim Public Works Supervisor when necessary

Education and Experience:

- Must possess a high school diploma or a GED
- Five years of experience in the field of Public Works or construction trade
- Two years of experience in a responsible supervisory capacity

An equivalent amount of training, education and/or experience may be substituted for the above qualifications.

Licenses, Certifications or Registrations:

- Valid Florida CDL Class B driver's License
- Obtain a Florida LTD Commercial Fertilizer Applicator License within 3 months of employment

Essential Physical Skills:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing

- Ability to lift 60 pounds on a frequent basis
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, see and smell
- Regularly required to use hands to feel, handle and operate controls and tools
- Ability to perform heavy manual tasks for extended periods of time, possibly in inclement weather

Environmental Conditions:

Works both indoors and outside and will be exposed to outside weather elements. Reasonable accommodation will be made for otherwise qualified individuals with a disability.