

CREW CHIEF 1

Job Code	Pay Grade
13600	CL9

Nature of Work

This is working supervisory work or oversight work in public works, facilities, utilities or park construction and/or maintenance. Employees in this class supervise or perform oversight or supervision of personnel, activities and/or items of construction equipment in public works facilities, utilities or parks construction and general maintenance activities, or prioritize, and schedules utility maintenance and repair projects. Duties require utilizing more advanced technical construction knowledge and more complex operations or larger projects than positions classified to a lower graded classification.

Minimum Qualification Requirements

- 2 years of public works, utilities, general construction, maintenance, construction or repair work that includes lead worker, supervision or supervisory training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- A Commercial Driver's License must be obtained within 1 year of employment or employment may be terminated.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Leads or supervises staff, or provides direction to contract and subcontract crews, volunteers, inmates and others engaged in facilities, construction, maintenance, housekeeping, grounds, pavement patching, tree trimming, mowing, clearing rights-of-ways, etc.
- Schedules, monitors and oversees indoor and/or outdoor activities and projects.
- Supervises maintenance projects, repair, and reconstruction of cement works including cleaning the culverts, rebuilding or repairing the culverts, constructing new culverts using various equipment and machinery.
- Supervises the building of roads, walks, parking lots, fences, guard rails, beach areas, and picnic areas.
- Supervises the installation, maintenance, and repair of water service connections and sewer lines.
- Supervises some equipment operations; contacts equipment operators on job sites.
- Supervises and assigns crew to various job tasks and arranges for vacation and sick relief.
- Acts as public relations person including investigating and resolving mowing complaints, arranging for machinery to trespass on private property when necessary and explaining to property owners the nature of the work being completed.
- May operate equipment or perform construction or maintenance work as needed.
- Performs recordkeeping tasks such as proper reports for mowing billing procedures and time records.
- Performs other office and related administrative assignments including computer functions.
- Performs other related work as assigned or required.

CREW CHIEF 1 (continued)

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Knowledge, Skills, and Abilities

- Knowledge of methods, operating rules and equipment used in public works and utilities construction and maintenance.
- Knowledge of types and uses of public works equipment related to indoor, street, highway and utility construction and maintenance and the operating characteristics and maintenance requirements of construction equipment.
- Skill in equipment operations and maintenance.
- Ability to plan, schedule and supervise personnel and equipment in a manner conducive to full performance and high morale.
- Ability to read working diagrams, sketches and basic blueprints and keep records and prepare reports.
- Ability to accurately evaluate the work, abilities and attitudes of subordinates and possession of sufficient physical strength and agility to work indoors or outdoors under adverse weather conditions.
- Ability to use a computer to complete assignments, prepare communications, reports, etc.

For official use only

Revised	EEOC Code	Overtime Code
4/08	Skilled Craftsman	Classified