

MAJOR FUNCTION

This is supervisory and manual work in various labor activities. Work is characterized by full-scale foremanship over labor crews and equipment. Work is performed under general supervision, but employees are expected to anticipate work assignments. Employees exercise independent judgment and make decisions within the scope of their specific assignments. Assignments are received in oral or written form and work is subject to frequent review and inspection by superiors.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, and assists a moderate to large size labor crew in setting forms and pouring curbs, sidewalks, gutters, driveways, head walls; fabricating traffic and street name signs; painting facilities; maintaining and installing pavement and markers; maintaining and installing fire hydrants; maintaining various grounds of City property; landscaping; maintaining bus related facilities; and building manholes. Supervises construction, cleaning and maintenance of storm and sanitary sewers and culverts; lays metal, clay, PVC, and concrete pipe. Lays out work for labor crews and inspects work during operation and upon completion determines materials required and estimates cost of job. Ensures all safety devices and equipment are properly placed for the safety of workers and equipment. Sets grades for surveyors stakes. Supervises the work of custodial service personnel. Trains custodial staff on new and improved cleaning and maintenance methods. Makes minor building and mechanical repairs. Recommends selection, advancement, transfer, discipline, dismissal, and grievance adjustment for supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases. Performs related work as required.

Fire Department:

Supervises, directs, and assists subordinates in the maintenance and repair of infrastructure and power equipment for all fire department facilities. Oversees and manages tangible asset inventory. Obtains quotes and coordinates repairs, renovations and maintenance of fire department facilities, which includes assisting with the Department's Replacement and Repair of Infrastructure projects. Supervises employees engaged in purchasing and delivery of equipment associated with fire department facilities and apparatus obtained through approved requests. Performs special assignments and prepares reports on the productivity of this position and its subordinates. Conducts facility inspections and recommends corrective action and scheduling of repairs of HVAC, painting, plumbing, and electrical issues at all fire department facilities. Maintains existing building repairs and equipment history files. Assists subordinates in daily activities as needed.

Other Important Duties

Sets up meeting rooms and various audio-visual aids. Relays to individuals under his direction any general correspondence directed to all City employees. Facilitates the attendance of assigned employees at City sponsored training and events held during working hours. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of job duties and skills related to assigned maintenance and construction activities. Considerable knowledge of the standard tools and practices used in general labor operations, the occupational hazards and necessary safety precautions applicable to the work. Considerable knowledge of materials, supplies, equipment, and practices used in the cleaning and repair of buildings and facilities. Considerable knowledge of the operation and care of equipment, tools, and supplies related to cleaning buildings and facilities. Ability to lay out and supervise the work of a group of maintenance or custodial workers. Ability to understand and transmit oral and written

instructions, keep simple records and to make simple reports. Ability to establish and maintain effective working relationship as necessitated by the work.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of experience in building, mechanical or equipment maintenance and operation; directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

At the time of appointment, must possess a valid State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated; or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit and within 60 calendar days from date of employment, must obtain the appropriate CDL license as a condition for continued employment.

At the department director's discretion, designated positions in this class may require a valid Class E State driver license at the time of appointment.

Electric Utility: For positions assigned to the electric power plants, applicants must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment.

Public Works: For designated positions allocated to this job class, applicants must possess a Leon County Inmate Supervisory Certification or receive certification within 6 months of appointment and maintain certification as a condition of continued employment.

For designated positions allocated to this job class, applicants must possess a Florida Ornamental and Turf Pesticide License or receive certification within 2 months of appointment and maintain certification as a condition of continued employment.

For designated positions allocated to this job class, applicants must obtain the Florida Department of Transportation Intermediate Maintenance of Traffic certification within six months of initial appointment and maintain certification as a condition of continued employment in the position.

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Fire: Must obtain NFPA 1851 certification within one year of appointment.

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