



## Roads & Streets Crew Leader

EEO Class Code: Laborers & Helpers

Union Status: Unclassified

FLSA Code: Non-Exempt

# The Town of Pembroke Park Job Description

**Department:** Public Services

**Supervises:** None

**Position Reports To:** Superintendent

**Sworn:** No

### Job Specifications

#### NATURE OF WORK

Under the supervision of the Superintendent, works in conjunction with the Roads & Streets staff to perform semi-skilled work in connection with the maintenance and operation of a sewer system in a safe, effective, and efficient manner in order to protect public health and safety. Performs a variety of tasks involving above-average physical effort, and operation of power tools and equipment requiring some manipulative skills and the ability to work without constant supervision once tasks are learned. Serves as the Crew Leader for the Roads & Streets division to lead the efforts and delegate work under the authority and direction of the Superintendent.

#### ILLUSTRATIVE TASKS

Tasks required of those in the position of Roads and Streets Crew Leader include but are not limited to:

- Perform and ensure routine grounds maintenance activities are completed such as mowing and edging lawns, weeding, planting, and trimming hedges.
- Perform and ensure trash collection is completed.
- Repair potholes, irrigation, end caps of medians.
- Low voltage lightbulb replacement.
- Ensure that Town vehicles and equipment are operational, maintained and routinely inspected.
- Prepare, install, and remove Town holiday decorations.
- Participate and coordinate Town event setup and breakdown support as needed.
- Conduct traffic control while performing work (MOT).
- Conduct striping of blacktop and parking areas.
- Attend regular safety meetings.

- Layout, plant, trim, weed, fertilize, and apply mulch to flower and landscape beds.
- Clean graffiti from Town streets and structures.
- Clean sidewalks, awnings, and Town buildings.
- Ensure that Town facilities are locked and secure.
- Set up chairs, tables, and other equipment for Town activities as needed.
- Perform removal and compacting earth with shovels, clearing debris, picking up litter, and carrying tools and equipment.
- Ensures the beatification of all public areas within the Town, including the main corridors.
- Collect recyclable materials from commercial and residential waste receptacles.
- Pick-up and dispose of dead animals as are applicable.
- Load and unload materials on trucks; transport employees, materials, tools and/or equipment to and from appropriate locations.
- Ensure availability of needed materials and supplies and place orders as needed.
- Visually check equipment and report maintenance or repair problems at the beginning and the end of the workday, assuring equipment is properly equipped, serviced, and cleaned.
- Perform installation and maintenance of irrigation systems, equipment, and related components.
- Perform custodial and general maintenance work for the Town's utility facilities and grounds as is applicable.
- Always carries work phone and ensures it is operational.
- Delegates all maintenance tasks to roads & streets crew as authorized by the Superintendent.
- Any/all assigned duties and responsibilities related to maintenance work.
- Serves as an essential employee during natural disasters or emergencies.
- Provides support to other public work crews or divisions as needed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Employees in the position of Roads and Streets Crew Leader should have:

- Knowledge of equipment, materials, and tools used in construction, grounds maintenance, utilities, or routine painting work.
- Knowledge of basic electricity.
- Knowledge of proper safety practices, procedures and regulations application to work being performed.
- Knowledge of the equipment, methods and materials used in ground maintenance.
- Knowledge of the proper methods and procedures used in cleaning work areas and equipment.
- Skill in the use and care of tools, equipment, and materials.
- Skill in establishing and maintaining good working relationships with other Town employees and the public.
- Ability to take oral and/or written instructions.

## **MINIMUM REQUIREMENTS**

An equivalent combination of education and experience may be considered:

- Valid Florida Driver's License.
- Florida CDL Class B.
- A High School Diploma or the equivalent.
- Proficiency in the English language.
- OSHA Certification preferred.
- Pesticides Certification preferred.
- Three (3) years of experience in construction, landscaping, or a related field.
- An equivalent combination of education and experience may be considered.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, and hearing.
- Must be able to perform heavy work exerting up to 50 pounds of force to move objects.
- Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, and to read and prepare records.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- The employee is subject to working inside and outside environments including extreme hot and cold weather.
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime for special town events, projects, activities and emergencies.