

**MAJOR FUNCTION**

This is skilled work performing and supervising other staff performing a variety of maintenance, construction, or repair tasks in a specific area of the Public Works Streets and Drainage Division. Employees in this class have mastered the skills necessary to perform at the highest skill level in the area to which they are assigned and coordinate and facilitate the daily work schedule and work order processing for a group of employees. Incumbents exercise full authority over personnel and equipment, making decisions within the scope of specific assignments, delegated authority and established policies and procedures. Class incumbents report to a Foreman II or higher level supervisor and assignments are received in oral and written form. Work is reviewed through inspection, reports and through results obtained.

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

Provides supervision to a work crew and takes the lead in the daily work routines that may include setting forms and pouring curbs, sidewalks, gutters, driveways, and head walls; maintaining and installing pavement markings; maintaining various facilities, rights-of-way, and other City owned property; maintaining, planting and rehabilitating landscaping; building manholes, inlets, walls and other structures; cleaning and maintaining storm sewers and culverts; and laying metal, clay, p.v.c. and concrete pipe or other related work on the City's infrastructure. Receives instructions from a higher-level supervisor and organizes work orders (CIS) and the daily work schedule of the work crew to maximize work performance. Estimates resources required to complete assigned tasks and requests materials and specialized equipment as needed. Insures that all safety devices and equipment are properly used and or placed for the safety of workers and equipment. Facilitates traffic control for construction/maintenance work. Operates all equipment and tools present on the worksite such as saws, packers, jackhammers, bush hogs, backhoes, and mowers incidental to performing work. In response to work orders or customer complaints, communicates directly with customers on projects that affect them and advises of timeframe for completion of projects that abut privately owned property. Trains and coaches employees performing labor or semi-skilled tasks in work processes and procedures, as needed. Completes and maintains necessary paperwork such as productivity, payroll, leave, and material usage. Recommends the hiring, advancement, discipline, dismissal and grievance adjustment for assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related duties as required.

**Other Important Duties**

Performs minor maintenance and adjustments on assigned tools and equipment. Coordinates the scheduling of crewmembers for training and attendance at other mandatory gatherings of City staff. Performs related duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the methods, tools, equipment, and materials used in public works infrastructure activities and operations to which the position is assigned. Considerable knowledge of the standard tools and practices used in the specific operation and activity, the occupational hazards and necessary safety precautions applicable to the work. Ability to plan, organize, train and direct workers in a manner conducive to successful work performance. Ability to establish and maintain relationships necessary for successful job performance. Ability to effectively communicate orally and in writing. Ability to understand transmit and carry out oral and written instructions, keep records and make reports. Ability to work from sketches, blueprints and drawings. Ability to read field notes.

Ability to work during inclement and adverse weather conditions. Skill in the use and care of pertinent tools and equipment. Skill in the use of electronic information management systems used by the work area.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of skilled level experience in construction or maintenance in the area to which the position is assigned or another closely related area, including at least six months experience serving as a lead worker on a crew or as crew leader. 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 equipment to be operated.

For designated positions allocated to this job class, applicants must possess and maintain a Leon County Inmate Supervisory certification within 6 months of initial employment, as a condition of continued employment in the position.

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 employment and maintain this certification as a condition of continued employment in the position.

For designated positions allocated to this job class, applicants must obtain the Florida Certified Horticultural Professional certification within 90 days of employment and maintain the certification as a condition of continued employment in this job class.

For designated positions allocated to this job class, applicants must obtain the City of Tallahassee Turf and Landscape Fertilizer Certification within six months of employment and maintain the certification as a condition of continued employment in the position.

For designated positions allocated to this job class, applicants must obtain the Florida Department of Agriculture Right-of-Way Pest Control license within six months of employment and maintain the license as a condition of continue employment in the position.

Established: 01-01-03  
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