

City of Lake City, FL

Classification Description

Classification Title: INMATE CREW LEADER
Department: PUBLIC WORKS

Pay Grade: 4
FLSA Status: Non-Exempt

General Description

Semi-skilled manual and lead work in multiple operations within Public Works, while coordinating activities of inmate labor crew. Work is performed under the general supervision of the Public Works Supervisor.

Nature of Work

Essential Functions:

- Supervise inmates in road and highway maintenance and/or construction.
- Reviews and participates in the work of crews performing construction and maintenance projects.
- Drives truck, loads and unloads materials, checks condition of vehicle, report needed repairs.
- Performs semi-skilled tasks requiring the use of hand and/or power tools.
- Prepares records and reports on work completed.
- Layout and reviews the work of inmate crew.
- Assure equipment is serviced and properly maintained.
- May operate a variety of road maintenance and construction equipment.
- Investigates complaints and takes appropriate action or refers to superiors.
- Must have the ability to perform the essential functions of this position with or without reasonable accommodations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers, bucket trucks, transport truck, chainsaw and heavy equipment.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified

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parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of landscape and turf maintenance and installation and related equipment;
- Knowledge in asphalt work;
- Knowledge of storm water piping and retention pond and ditch maintenance;
- Ability to perform heavy manual labor under adverse weather conditions;
- Ability to follow written and oral instructions;
- Ability to complete daily work sheets and keep records;
- Ability to lead a crews;
- Ability to read and write;
- Skill at landscape and turf maintenance and installation techniques; and
- Skill and operation and preventative maintenance of the tools and equipment related to the position.

Minimum Qualifications: High school graduation or possession of an acceptable equivalency diploma (GED). Three (3) years experience in equipment operations and supervision or any equivalent combination of training and experience. Valid Florida Driver’s License required.

ESSENTIAL PHYSICAL SKILLS

- Heavy (up to 50 pounds) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Tasks may involve: reaching, pushing, walking, standing, crawling, kneeling, bending, stooping, driving
- Use both hands simultaneously while standing or sitting, requires pushing, pulling, twisting, bending, and climbing.

Environmental Conditions:

- Works inside
- Works outside in various weather conditions with: dust, fumes, chemicals
- Works on uneven surfaces

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Signature

Date

Print Name