

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Maintenance Services Worker Lead
DEPARTMENT: Public Works
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior and / or lead-level technical or specialized work in the Public Works department. Performs skilled work and supervises personnel in one or a combination of the following fields: building construction, renovation, maintenance and repair, carpentry, painting, plumbing, electrical, HVAC, landscaping, and maintenance and repair of parks, athletic fields, and irrigation systems. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains contact with sub-constructors to ensure contracts and standards are followed
- Maintains logs of work performed and materials used for each task
- Operates vehicles and heavy equipment
- Prepares reports and memos for the supervisor
- Responsible for ordering replacement parts and supplies and keeping adequate inventory in stock
- Responsible for the troubleshooting, repair, and maintenance of City equipment and facilities
- Trains, supervises, and when necessary, works beside subordinate personnel/crews engaged in various field activities related to the construction, maintenance, renovation, and repair of facilities, landscaped areas, park amenities, athletic fields, natural preserves, etc.
- Inspects the work of contractors engaged in various maintenance activities including, but not limited to, janitorial services, landscape maintenance services, trade services (electrical, plumbing, HVAC), etc.
- Evaluates and provides input to supervisor related to the job performance of subordinate employees
- Participates in emergency callout rotation
- Performs other duties as assigned and/or required

CITY OF COCONUT CREEK JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

High school diploma or GED with verifiable technical training in the form of certification and/or license; supplemented by four (4) or more years' general construction, maintenance, and repair experience in a public works or similar work environment including the use of standard hand tools, and operation of light and heavy power-driven equipment, trucks, and other vehicles; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license, class B, with air brake endorsement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Expert knowledge of construction practices and standards and relevant safety and environmental standards
- Knowledge of basic math, including calculations using fractions, percents, and / or ratios
- Skill in Microsoft Office products (Word, Excel, and Outlook)
- Skill in providing good customer service
- Advanced skill in the use of common hand and power tools as well as light and heavy mechanical equipment, including but not limited to, bobcat, backhoe, excavator, bucket truck, fork lift, etc.
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date