

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date:	12/3/2018	Department:	Road & Bridge (4103)
Title/(Status)/Job Code:	Crew Leader Mowing (1062)	Reports To:	Bridge & Concrete Supervisor
Pay Grade/Salary Range:	PG – 106 \$27,549.95 - \$42,702.43	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A skilled position responsible for the operation of construction equipment and manual labor utilizing both semi-skilled and unskilled laborers.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Functions as Crew Leader, participating in the work of crews engaged in right of way maintenance.
- When not performing duties of Crew Leader, employee may be assigned such jobs as driving, operating equipment, similar to those of laborers and operators.
- Assists supervisor in training subordinates in work procedures and safety precautions.
- Performs duties of supervisors in their absence.
- Prepares operating records and reports.
- Operates tractor pulling bush-hog style mowing deck and other grass cutting equipment to include side arm mowing attachment.
- Insures proper maintenance and operation of grass cutting equipment.
- Schedules grass cutting assignments to agree with allocated man hours.
- Duties may include, but not limited to, paving operations, drainage installation and maintenance of traffic functions.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of operation, maintenance, limits and safety precautions of construction equipment.
- Knowledge of tools and practices used in general laboring work.
- Ability to operate equipment in a safe and efficient manner.
- Ability to understand and communicate oral and written instructions.
- Agility sufficient to operate heavy equipment over rough terrain.
- Skills in directing and supervising work crews.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 10% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Frequently ascends/descends stairs, ladders and scaffolding. Frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Frequently moves materials and office equipment weighing up to 50 lbs. Frequently works in outdoor weather conditions. May be required to work in inclement outdoor weather conditions for up to (4) four hours. Frequently operates motor vehicle for up to (4) hours; of which (4) hours may be continuous. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks. Must be able to use both near and far vision. Must be able to walk over uneven or soft surfaces. Frequent exposure to moderately high noise levels.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or possession of an acceptable equivalency diploma preferred. Three years of experience in the operation and routine maintenance of public works equipment.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Class B Commercial Driver License.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.