



POSITION DESCRIPTION

Position Title: Facilities Maintenance Crew Leader
Position Number: 1708
Level / Grade: A4 / 4
FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to coordinate all routine preventative maintenance and repair efforts to provide a clean, safe, working environment in the assigned functional areas of the City. Employees in this classification are responsible for ensuring all work performed on City buildings, recreational facilities, and grounds adheres to established safety policies and procedures. Tasks include performing routine to complex maintenance and repair work. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Coordinates and oversees maintenance crews performing preventative maintenance, grounds keeping, and repair projects throughout the City.
- Ensures the maintenance of a safe and clean working environment; coordinates general upkeep for assigned areas.
- Ensures all chemicals are used according to label instructions and product specifications, and in accordance with prescribed safety precautions and directions.
- Coordinates and organizes all minor repair, remodeling, and relocation projects throughout the City.
- Advises maintenance workers, in a variety of tasks, of work to be accomplished in order to clarify and expedite projects and repairs.
- Oversees and participates in projects and repairs in progress, and reviews completed work.
- Recognizes and reports any detected deterioration, repair needs, and maintenance needs to Facilities Maintenance Supervisor.

- Performs maintenance and general repairs on structures, facilities, equipment, and other property in one or more of the trade disciplines; e.g., irrigation plumbing and repair, masonry, carpentry, electrical.
- Performs routine to moderately complex repairs and installation projects of street, sewer, storm, water, irrigation and signage; assists with minor building maintenance and repairs.
- Performs related work as directed.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; three years' experience in the maintenance and repair of buildings, facilities, and grounds within a similar public environment; or an equivalent combination of education, training, and experience.

Preferred Qualifications

Five years' experience in the maintenance and repair of buildings, facilities, and grounds within a similar public environment; demonstrated experience in electrical, plumbing, or carpentry trades.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.