

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DIVISION LEADER – BUILDINGS (Job Code 358)

GENERAL STATEMENT OF JOB

Under general supervision, provides project management and supervision to semi-skilled and skilled employees. Responsibilities include estimating materials and labor hours for projects, ordering supplies, and scheduling work crews. This position oversees electricians, carpenters, painters, plumbing and maintenance employees. Employees in this class is responsible for scheduling and coordinating various projects, and performing inspections of projects in progress and upon completion for adherence to work orders and safety standards. Position is responsible for overseeing the security and maintenance of the equipment and tool inventory, and provides all necessary safety equipment to crews as required.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervises and coordinates projects and activities of semi-skilled and skilled employees, and ensures appropriate safety measures are consistently adhered to in all phases of construction, maintenance and repair.

Ensures work orders are completed accurately and in a timely manner (i.e. scheduling crews, inspections), and maintains various records and reports related to crew activities and projects.

Performs on-site inspections to determine potential problems and hazards, and to assist field personnel when necessary.

Maintains tracking of labor hours and materials utilized to ensure adherence to established resource allocations.

Directs and manages inventory control for materials and supplies utilized by crews under charge, ensuring the overall security and safe working condition of such.

Performs record and report maintenance tasks, providing summarizations of jobs completed, i.e. material, equipment, labor utilized.

Draws work plans and specifications as required.

Assists in departmental budget preparation and oversight.

Performs related work as required.

Performs Emergency Response tasks and assignments

MINIMUM TRAINING AND EXPERIENCE

Must possess a high school diploma or equivalent; supplemented by minimum five (5) years building construction experience that provides broad experience in the various disciplines, three (3) of which shall be in a supervisory capacity. Must possess a Class "B" Commercial Learner's Permit on hire and obtain a Class "B" CDL within 6 months.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20-50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving oral instructions, assignments and/or directions.

Language Ability: Requires the ability to read standard English, comprehend basic engineering terminology, and read blueprints and specifications.

Intelligence: Requires the ability to apply common sense understanding to performing semi-repetitive tasks and principles of rational and influence systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Requires the ability to convey a sense of authority.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various types of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for manipulating small items.

Manual Dexterity: Requires the ability to operate various electrical and gas operated equipment. Must have excellent levels of eye/hand/foot coordination for operating and driving machinery.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions.

Physical Communication: Requires the ability to talk and hear (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of potential hazards of the materials and equipment used in building construction.

Knowledge of occupational safety rules and practices.

Knowledge of the various types of equipment and machinery utilized in the performance of construction tasks.

Knowledge of various types of manual labor required in building construction, repair and maintenance.

Knowledge of effective supervisory principles and techniques.

Knowledge of record and report maintenance principles and practices.

Ability to perform manual tasks.

Ability to issue and follow oral and written directions.

Ability to establish and maintain effective working relationships with supervisor, subordinate employees, and the public.

Ability to work in a variety of weather conditions.

Skilled in the use of tools and maintenance equipment.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date