



JOB DESCRIPTION

General Description:

The purpose of this position is lead and coordinate activities of crews involved in performing construction, maintenance, inspection, and repair of City facilities, grounds or property in compliance with Local/State/Federal standards, guidelines and Laws. This position may also provide support to customer service staff, dependent upon the assigned department.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Leads, and coordinates activities of a team of workers involved in performing semi-skilled/manual work and operating equipment associated with construction, maintenance, inspection and repair of City facilities, grounds or property.
- Leads, and coordinates activities of customer service representatives in the collection of data to accurately read water meters, upload and bill customers.
- Provides direction, guidance, and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; evaluates performance of employees; provides training to new/existing employees.
- Coordinates team projects; receives and/or completes work orders; prioritizes and schedules projects; determines and coordinates necessary equipment and materials to conduct projects; plans most efficient use of resources to complete work orders; assigns projects to appropriate work crews; redirects/reassigns work crews in response to emergencies or changes in priorities; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to supervisor; responds to problems or emergency situations.
- Performs related work as assigned

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; Requires six months of experience in the operation small motor equipment, maintenance, minor building repair or customer service; or an equivalent combination of education, training and experience that provides the required knowledge,

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skills and abilities; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels; animals/wildlife; vibration; fumes and/or noxious odors; traffic; moving machinery.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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