

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** TEAM LEADER II

**Department:** Public Works Distribution & Collection Team

**Job Code:** 3020

**Grade:** 5118

**Exempt Status:** Exempt *Safety Sensitive Position*

**CHARACTERISTICS OF THE CLASS**

Under general supervision of the Assistant Public Works Director, ensures subordinates complete work and equipment is maintained and repaired. Supervises semi-skilled and unskilled labor. Responsible for the installation, repair and maintenance of water distribution and wastewater collection field operation systems. *This is a safety-sensitive position requiring screening for illegal substance abuse.* Work is reviewed verbally, through written reports or through observation upon work completion for compliance with work orders and established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Operates a wide range of vehicles including but not limited to dump trucks, tractors, front-end loaders, and power and hand mechanical tools.
2. Schedules and directs daily assignments in the supervision of repair and maintenance crew.
3. Assists when necessary and in emergency situations, in repair and replacement of sewer lines; inspections of sewer lines for defects; and installs fire hydrants.
4. Prepares and maintains records for maintenance of all materials and equipment.
5. Responds to complaints from citizens and provides for resolution.
6. Responsible for assigned units of budget preparation, payment authorization of invoice within authority and

**Team Leader II Distribution and Collection Team - continued**

assists in development of long range capital improvement plans.

7. Ensures crew of adequate training, operational guidelines, procedures and supervision of preventive maintenance and safety programs.
8. Responsible for compliance with federal, state and local regulations.
9. Assists in the hiring and evaluation process of personnel.
10. Responsible for the maintenance of vehicles and equipment utilized in the division.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or GED; supplemented by three to five years of experience in public works; or an equivalent combination of training and experience.

Must have valid Florida Commercial Driver License (CDL), Class "B".

**B. Knowledge, Abilities and Skills:**

Knowledge of governmental and occupational safety rules and practices.

Knowledge in operating and routine maintenance of light and heavy equipment.

Knowledge of materials, methods, practices and equipment used in the construction, maintenance and repair of water distribution and wastewater collection systems.

**Team Leader II Distribution and Collection Team - continued**

Ability to plan, schedule, prioritize and supervise a group of semi-skilled and unskilled workers.

Ability to understand and follow oral and written instructions, and to communicate instructions effectively.

Ability to troubleshoot problem areas and provide corrective measures.

Skill in computer technology and software programs.

**C. Physical Requirements:**

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, standing, stretching working in confined spaces, and lifting or carrying moderately heavy (50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

**D. Environmental Requirements:**

Task may require frequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires visual and color perception and discrimination.

Task requires oral communications ability.

Task requires texture discrimination.

Team Leader II Distribution and Collection Team - continued

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee