



**GAINESVILLE HOUSING AUTHORITY**  
*Where Housing Matters*

*Labor Crew Leader*

*Job Description*

---

**SUPERVISION RECEIVED:**

The Labor Crew Leader shall work under the direct supervision of the Facilities Manager.

**SUPERVISION EXERCISED:**

The Labor Crew Leader shall have direct supervision of the Grounds Laborers.

**POSITION CLASSIFICATION:**

Non-Exempt.

**POSITION SUMMARY:**

This is non-professional work which oversees a limited number of unskilled, semi-skilled, and/or skilled manual workers in the maintenance of GHA & GHDMC grounds and landscaping. This position may perform maintenance activities similar to the crews it oversees. The position requires physical abilities such as strength, manual dexterity, and must be able to perform all required functions of this position.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Leads, coordinates, and oversees the work of a crew of unskilled, semi-skilled and/or skilled manual workers performing a variety of landscape of GHA/GHDMC grounds.
2. Conducts or provides significant input into regular and periodic performance reviews of subordinates.
3. Initiate workplace accident paperwork on the jobsite and forwards to supervisor for investigation. May conduct accident investigations.
4. Provides training and instruction to subordinates.

5. Oversees planting, propagation, maintenance, and care of GHA/GHDMC lawns, shrubbery, trees, and flowers.
6. Tracks, verifies, and approves subordinate time worked.
7. May frequently chauffeur other employees, depending upon assignment and work location.
8. Perform other related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge in the performance of lifting, reaching, pulling, pushing in a safe manner.
- Working knowledge of materials, methods, techniques, tools, and equipment commonly used in grounds and landscape maintenance.
- Proficient at operating manual and power tools of the trade safely.
- Ability to plan, train, and lead work of a group of unskilled, semi-skilled and skilled workers performing various tasks in manner conducive to full performance and high morale.
- Ability to follow safety guidelines of safety sensitive equipment.
- Ability to analyze problems, exercise sound judgement and make logical and valid conclusions.
- Ability to work in various degrees of weather conditions.
- Ability to lift 50 lbs. or more on a daily basis.
- Ability to work with an iPad (or device) in a Windows environment to enter and close out work orders.
- Ability to lift, reach, push, pull, carry, crawl, crouch/stoop, understand and follow written and verbal instructions.

**EDUCATION AND EXPERIENCE:**

- High School diploma, GED, or equivalent
- 3 years of experience in general maintenance of grounds and landscaping including 1 year of supervisory experience of a group of unskilled to semi-skilled workers, preferably in the performance of grounds landscaping and maintenance; or an equivalent combination of education, training, and experience that provided the required knowledge, skills, and abilities.

## **SPECIAL REQUIREMENTS:**

- Must have, and continue to maintain, a valid Florida Driver's License.
- Free from allergies that interfere with Grounds Laborer duties

## **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAMWORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary, to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offer help when needed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee's Signature	Date

Supervisor's Signature	Date

**Salary Range:**

**Minimum: \$14.96 per hour**

**Maximum: \$17.76 per hour**

