



CITY OF SATELLITE BEACH, FLORIDA

565 Cassia Boulevard
Satellite Beach, FL 32937
(321) 773-4407
FAX: (321) 779-1388

Internal Job Notice: September 2019

Applications are currently being accepted for:
One (1) **Crew Leader-Facilities** – Full Time
Salary Range: **\$33,547 - \$52,333**

Location:

City of Satellite Beach Public Works
530 Cinnamon Drive
Satellite Beach, FL 32937

Lead and technical work in the maintenance and repair of all City facilities and park sites, and their equipment and appurtenances. Work is performed under the general direction of the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Receives, expedites, and performs all department requests for facilities service (carpentry, plumbing, irrigation system, electrical, air condition, painting, etc.)
2. Processes work orders (materials, drawings, man hours, etc.)
3. Supervises and participates in the actual work.
4. Performs maintenance of various records.
5. Pre-visits job sites for major projects.
6. Prepares and purchases materials and supplies.
7. Performs work found in other Crew Leader's classification.
8. Assists in of preventative maintenance programming.
9. Assist in annual budget preparation.
10. Other duties as may be assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required. A full job description, duties and responsibilities are available upon request.)

ESSENTIAL JOB FUNCTIONS:

High school graduation or possession of an acceptable equivalency diploma. Three (3) years of experience in building and mechanical repair work, including completion of apprenticeship training in one of the skills necessary in building and building equipment maintenance.

Closing Date: 09/13/2019

To be considered, please complete an employment application located online at:

http://www.satellitebeachfl.org/residents_visitors/job_opportunities.php

Email to - jobs@satellitebeach.org or Fax to – 321.779.1388

The City of Satellite Beach is a Drug-Free Workplace

In compliance with Chapter 295, Florida Statute, The City of Satellite Beach is committed to providing preference to U.S. veterans and spouses of veterans in hiring, promotion, and retention for all qualified positions as prescribed by the chapter.

The City of Satellite Beach is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status, or any other category protected by federal, state or local law.