



POSITION VACANCY

POSITION: CREW LEADER

LOCATION: LANDSCAPING AND PARKS

PAY GRADE: 121

EXEMPTION STATUS: NON-EXEMPT

SCHEDULE: TRADITIONAL FULL-TIME, 40 HOURS PER WEEK, MONDAY - FRIDAY, OCCASIONAL OVERTIME

ABOUT COLUMBIA COUNTY

Columbia County is one of Florida's best-kept secrets, with pockets of quiet and peaceful springs. Columbia County is the home of Florida's Springlands, with multiple natural springs, lakes, rivers, and nine beautiful state parks. In 2022, the US Census Bureau [QuickFacts](#) estimated Columbia County has a population of 72,000 residents. Columbia County is a southeast sports destination and hosts multiple tournaments and camps. Columbia County requires a diverse and dedicated workforce to provide services for Columbia County residents to live and work and for the visitors who experience our piece of the Florida playground. Consider applying for a position with us today.

JOB DESCRIPTION

Responsible supervisory work in the Landscaping and Parks Department. This class is responsible for assisting in the daily operations, maintenance, construction, assisting with supervising, and coordinating activities of a labor crew. Work generally follows standardized procedures but involves choice of action within clearly defined limits. Requires decisions relative to the application of various established rules and procedures, which may affect quality, accuracy, or utility of results.

TRAINING AND EXPERIENCE

Minimum Experience: High School graduation or equivalent and five (5) years' experience in equipment operations and supervision or any equivalent combination of training and experience. Landscape, turf and ball field experience preferred.

PROFESSIONAL LICENSES/MANDATORY REQUIREMENTS

Possession of a valid Florida Driver's license required. CDL Class B Driver's License preferred. Columbia County residency required within six (6) months of date of employment.

SALARY: \$20.61 per hour plus benefits

DEADLINE FOR RECEIVING APPLICATIONS: 10/06/2026

Each applicant is required to submit a complete County Application for Employment. Applications are available on-line www.columbiacountyfla.com/Jobs.asp. Successful applicant must be able to pass a pre-employment medical exam, criminal history background check, driver's license check and drug screening. Applications can be emailed to: hr@columbiacountyfla.com or by mail, FedEx, or UPS to:

HUMAN RESOURCES OFFICE
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
POST OFFICE BOX 1529
LAKE CITY, FLORIDA 32056-1529

(386) 758-3351; TDD (386) 758-2139
An AA/EEO/ADA/VP Employer

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in the methods of operating various equipment used in landscape maintenance and ball field operations
- Ability to make minor repairs to equipment and detect operating defects
- Ability to learn, understand and abide by all traffic laws and County regulations pertaining to the safe operation of vehicles and equipment
- Ability to communicate both orally and in writing
- Ability to communicate with fellow employees and general public
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering the larger organization or team goals rather than individual concerns
- Ability to establish effective working relationships with other employees, departments and the general public
- Ability to direct other employees in the performance of their duties and responsibilities

ESSENTIAL FUNCTIONS

- Supervise skilled and semi-skilled workers in landscape and parks maintenance and construction operations
- Reviews and participates in the work of crews performing construction and maintenance projects
- Drives truck, loads and unloads materials, checks condition of vehicle, reports need for repair
- Operates mowing, trimming and various types of turf equipment
- Performs semi-skilled tasks requiring the use of hand tools
- Prepares records and reports on work accomplished
- Layout and reviews the work of other employees
- Assures equipment is serviced and properly maintained
- Investigates complaints and takes appropriate action or refers to superiors
- Provides input in handling and resolving grievances as necessary
- Provides input in the budgetary process relating to the operation
- Provides input in the employee evaluation process
- Required to work during a local declared state of emergency

NON -ESSENTIAL FUNCTIONS

Performs related work as required.

[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.]

WORK ENVIRONMENT

Majority of tasks are performed outdoors and very frequently in extreme weather conditions. Subjected to insects, noxious fumes and constant noise.

ESSENTIAL PHYSICAL SKILLS/DEMANDS

Will use both hands simultaneously while standing or sitting, requires pushing, pulling, twisting, bending and climbing, heavy lifting and carrying in excess of fifty (50) pounds. Acceptable eyesight and hearing (with or without correction) to safely perform the essential functions. Fast manipulative skill in almost continuous use of machine or mechanical equipment. Reaching pulling, walking, standing on concrete floors, kneeling, bending, stooping and climbing into and under equipment.

NOTE: The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.