



## **CLASSIFICATION DESCRIPTION**

**TITLE: PUBLIC WORKS SUPERVISOR-SPECIAL PROJECTS    JOB CODE: 16 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of this job is to supervise and work in assigned functional area, to include Streets/Special Projects. Ensures proper initial construction, preventative maintenance and repair work to ensure safe, productive and time efficient accomplishment of departmental operations and objectives. Employee functions at entry management level and are responsible for ensuring the safety and quality of City transportation roadways, and efficiency of storm water drainage systems. Position is responsible for ensuring all work adheres to all prescribed established safety standards, building codes and regulatory requirements applicable to the work. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Hires and directs staff in assigned functional area.
- Supervises, trains and evaluates streets maintenance and storm water drainage crews; ensures the safe and productive use of equipment utilized in associated repair work; trains and directs subordinates in the use, care and maintenance of tools and equipment and ensures compliance with all City Policies and Procedures.
- Identifies and reports any detected deterioration, repair and maintenance needs to management staff evaluates road conditions and submits recommendations for corrective measures.
- Interprets job assignments to staff under charge and assigns duties to crews of varying sizes and skills; establishes and adjusts work procedures to meet schedules.
- Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.
- Plans and coordinates side walk repair, streets maintenance and storm water drainage projects at various sites; analyzes and resolves work problems, and assists workers in solving problems.
- Maintains current knowledge of materials and equipment used in streets maintenance and

storm water drainage work.

- Monitors productivity and work flow of crews under charge; ensures adherence to established deadlines and maintenance and repair schedules.
- Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Participates in side walk repair, streets maintenance and storm water drainage projects.
- Operates a variety of construction equipment and tools; operates various standard hand-held manual, electrical, and gas powered tools and equipment; operates a variety of specialized trade specific tools and equipment.
- Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, plumbing and carpentry.
- Ability to function in severe weather conditions and ability to respond to hazardous/risky situations and direct mitigation efforts in emergencies.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by a minimum of five (5) years progressively responsible experience in with heavy equipment including but not limited to backhoe, front end loader, excavator, skid steer etc., side walk repair, streets maintenance and storm water drainage projects, and the ability to perform labor intensive work within difficult environmental conditions to include frequent lifting, pulling and pushing of 50 lbs.; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess a valid Florida Class A Commercial Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively supervise a staff comprised of entry and journey level staff engaged in carrying out streets maintenance and storm water drainage work.
- Ability to understand, follow and provide written and oral instructions; ability to read and write; ability to perform basic arithmetic.
- Ability to read blueprints and shoot grades.
- Must be organized with ability to complete and follow through on paperwork in a timely manner.

- Must have computer skills and the ability to communicate via email.
- Ability to read and write English: ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of the methods, tools, equipment and necessary safety precautions used in streets and storm water maintenance and repair work.
- Considerable knowledge of current codes and regulatory standards governing streets and storm water maintenance and repair.
- Ability to operate basic manual and electric hand tools, e.g., hammer, screwdriver, skill saw, power drill, wrench, level, pliers.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time.
- Ability to withstand exposure to dust, mold, fiberglass and various chemicals.
- Ability to operate vehicles and some light equipment, e.g., forklift, tractor, trucks.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships with management; ability to work cooperatively with employees, and the general public.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects over 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.