

Title: Engineering Construction Supervisor
PG: 65
Status: Civil Service
Position Reports to: Manager of Engineering, Energy Production
Department: Lakeland Electric

Class Code: 2070
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible supervisory position. Work involves the supervision of personnel performing heavy industrial construction activities on various size projects and work orders generated by utility management and from other City departments. Projects may be new construction, repairs or work retrofitting an existing facility. The employee must oversee the scheduling of the work, supervision of contract and City personnel; coordinate procurement of all materials and oversee all activities necessary to the completion of all construction projects. Work is performed independently under general oversight of the Manager of Engineering, Energy Production and is reviewed through conferences and regular reports.

ESSENTIAL FUNCTIONS:

1. Supervises all City personnel assigned to Engineering Construction Group (ECG), Energy Production.
2. Responsible for controlling the number of contract personnel on the payroll, needed to support the active projects. Hiring and laying off personnel as necessary.
3. Oversees and reviews the preparation of cost estimates on all project bids.
4. Prepares and administers the operating budget for the Engineering Construction Group (ECG), Energy Production.
5. Obtains new work for the ECG by marketing its capabilities and furnishing competitive bids as requested.
6. Oversees the planning and scheduling of all active projects to ensure completion within the projected time frame and cost.
7. Oversees the assignment of all types of construction craft personnel including City, contract personnel and coordination of subcontractors as required.
8. Reviews work methods and makes changes as needed.
9. Ensures satisfactory completion of all testing required prior to releasing projects to operations personnel.
10. Ensures quality of workmanship, timely completion and customer satisfaction on all assigned projects.
11. Makes necessary safety inspections of construction areas to ensure that all safety regulations and all personnel adhere to good work practices.
12. Maintains various records related to budgets; prepares and submits regular management reports.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

1. Oversees multiple foremen and crews of various construction trades personnel in the various phases of project management. Also directs outside contractor's personnel and coordinates closely with other City personnel on projects.
2. Assumes supervisory responsibilities such as employee work assignments, performance appraisals and addresses business and personnel difficulties for the construction group.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of all construction methods and practices related to coal, oil and gas fueled Power Generation Facilities and heavy industry.
2. Thorough knowledge of materials and equipment, used in construction of Power Generation Facilities.
3. Thorough knowledge of supervisory methods and practices and ability to apply them.
4. Thorough knowledge of construction safety regulations including OSHA, NIOSH and Florida Right-To-Know.
5. Knowledge of various trades including electrical, carpentry, masonry and concrete, welding, pipe fitting and steel fabrication.
6. Knowledge of project management techniques including Critical Path Method (CPM).
7. Highly capable of establishing and maintaining effective working relationships with supervisor, co-workers, subordinates, consultants, other utilities other City employees and the general public.
8. Highly proficient in reading, understanding and interpreting, plans, specifications, technical reports and engineering drawings.
9. Highly capable of understanding, following and/or transmitting complex oral and written instructions.
10. Highly capable self-starter, self-motivated, detail oriented, a team player and to be able to carry out assignments independently.
11. highly capable of directing other in the management of multiple projects simultaneously and in a proficient manner, while maintaining schedule flexibility as needed.
12. Ability to prepare management reports and presentations related to project status, finances and goals.
13. Ability to maintain financial and project, files and records.
14. Ability to work with tools and perform labor if required during an emergency.
15. Ability to use word processing, spreadsheet and scheduling software packages.

WORKING ENVIRONMENT/CONDITIONS:

The job requires some physical work that involves walking, balancing, climbing ladders and stairs, climbing through manways, crawling, stooping, kneeling, stretching, reaching, pushing, pulling, crouching, bending or standing some of the time, exerting up to 40 pounds of force on a recurring basis, lifting up to 50 pounds, routine keyboard operations, operation of City vehicles.

Work may include fieldwork as required at various job sites as well as to perform job duties in an office, power plant, railcar repair shop and outside environment.

The job risks exposure to extreme noise levels, dusts, pollen, bright/dim light, extreme cold and or heat, wet or humid conditions, fumes, noxious odors, extreme heights, chemical, biological, electrical and mechanical hazards. Employee may also have frequent exposure to the general hazards of the industrial working environment and construction sites.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High School diploma or its equivalent.
2. Ten (10) years of construction experience in fossil-fueled steam powered electric generation plants.
3. Minimum of six (6) years supervising experience at the foreman level or above.

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4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid phone number.
3. May be required to attend meetings at locations other than primary work location.
4. May be required to pass and maintain quality for:
 - a. Respiratory Protection Physical.
 - b. Pulmonary Function.
 - c. Qualitative and Quantitative Fit Test(s).
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.