

Title: Supervisor of Maintenance

PG: 56

Status: Civil Service

Position Report to: Assistant Manager of Construction & Maintenance

Department: Public Works

Job Class: 8065

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is supervisory work in the direction of activities in the Public Works Department's Construction & Maintenance Division. The Supervisor of Maintenance is responsible for the planning, scheduling, coordinating and directing the division's activities in the area of street, alley, parking lot, sidewalk, drainage, stormwater maintenance and repair. A significant degree of initiative and independent judgment must be used in the Supervisor of Maintenance section and in the application of City policies. Work is performed under the administrative direction of the Assistant Manager of the Construction and Maintenance Division who reviews and evaluates performance through conferences, reports and periodic field inspections.

ESSENTIAL FUNCTIONS:

1. Assists in the management of the operation of the Construction & Maintenance Division.
2. Assists in the administration and management of departmental activities in the areas of assigned responsibility; processes requests from the public; investigates and resolves complaints.
3. Assists in the coordination of inter-division activities and joint projects insures coordination of public works activities with state and county governmental agencies and with other City departments in areas of mutual interest.
4. Assists in coordination of the development of division safety programs.
5. Assists in the preparation and administration of the Construction & Maintenance Division budget and assists in the preparation of other appropriate annual budgets.
6. Assists in the preparation of specifications for specialized equipment and materials common to that required in areas of responsibility. Assists in the evaluation of bids received on such equipment and makes recommendations to the Manager.
7. Periodically assists in the evaluation of the cost of providing certain services or the performance of certain work assignments in comparison with the cost if done under private contract.
8. Supervises, directs and advises the staff of the Maintenance section, manages personnel and resources, assists in developing schedules for departmental work programs.
9. Prioritizes daily duties and assignments of the section given the changes in daily workload, and delegates duties to the staff in a manner which insures an equitable distribution of the workload and effective cross-training.
10. Assures that City policy with regard to purchasing procedures and accounting principles are accurately and consistently applied to the accounts payable process by establishing procedures, reviewing the work of subordinates and other divisional personnel for compliance with those procedures, and answering questions.
11. Conducts performance evaluations for employees in the Maintenance section.
12. Interprets and explains policies to employees and the public.

ADDITIONAL RESPONSIBILITIES:

1. Participates in the planning and budgetary process of the department's Capital Improvement Project Program.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern principles and practices of management as applied to public works activities including maintenance of streets, alleys, parking lot, sanitary sewer, drainage and stormwater management systems and lake maintenance.

Title: Supervisor of Maintenance

Job Class: 8065

PG: 56

Date: 09/08

Status: Civil Service

Position Report to: Assistant Manager of Construction & Maintenance

Department: Public Works

2. Thorough knowledge of plans, specifications, materials, methods and techniques utilized in the maintenance of streets, highways, utility and drainage system.
3. Ability to plan, organize, schedule and coordinate large and divers maintenance projects and activities, and provide for the effective utilization of personnel and resources.
4. Ability to meet deadlines and stay calm under stressful situations.
5. Ability to effectively supervise, interact with, and motivate a group of subordinates possessing diverse personality traits.
6. Ability to train and evaluate performance of subordinates and to communicate concerns about performance in an encouraging manner.
7. Ability to adhere to developed standards, policies, and procedures and to make independent judgments as to application of established policies or procedures to unforeseen circumstances and resolve problems that may arise during the course of business.
8. Ability to delegate authority and responsibility and to schedule work on a long-term basis.
9. Ability to establish and maintain effective working relationships with other City officials and employees, state and federal engineering agencies and the general public.
10. Ability to communicate effectively both verbally and in writing, to include preparation and presentation of reports to supervisors or administrative staff.
11. Ability to effectively communicate with the public and co-workers in a professional business-like manner.
12. Ability to represent the City and the Public Works Department in a professional, courteous and helpful manner at all times.
13. Ability to guide the interaction of the Construction & Maintenance Division with other functions of the Public Works Department as a cohesive team.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards

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. Graduation from an accredited two (2) year college, in Business Administration or other related discipline.
2. Six (6) years of progressively responsible experience in planning and coordinating public works projects with at least three (3) years of experience in a responsible supervisory capacity.
3. Additional technical education and experience that is determined to be directly related to the foregoing requirements may be substituted for the requirement of the two (2) years of college.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPEICAL REQUIREMENTS:

1. Possession of valid Florida Driver's license at time of appointment.
2. 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.