

City of Lake City, FL

Classification Description

Classification Title: PUBLIC WORKS SUPERVISOR

Pay Grade: 6

Department: PUBLIC WORKS

FLSA Status: Exempt

General Description

This is supervisory and skilled work in installing, pouring concrete, storm water drainage systems, street repair and maintenance work and the City's right-of-way. Work is performed under the general direction of the Public Works Superintendent.

Nature of Work

Essential Functions:

- Organizes, directs and participates in maintaining, pouring concrete and asphalt, drainage system, right-of-way's, and streets.
- Supervises moderate sized group of subordinates.
- Organizes crews and plans their work; schedules the project work and personnel; trains subordinates.
- Supervises and participates in repair and maintenance activities.
- Estimates and requisitions necessary equipment and materials.
- Maintains a good work time, and materials records and prepares written reports.
- Compiles and installs daily work orders and reports.
- Operates heavy equipment as needed. Maintains equipment inventory and orders department equipment and supplies.
- Coordinates work with other departments and sections. Coordinates and supervises special events.
- Assists in preparation of annual budget.
- Addresses citizen concerns and complaints.
- Responds to emergency after hours, weekends and holidays.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, such as HVAC systems, construction equipment, or water plants. Supervises employees using or repairing heavy or complex machinery.

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Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of street maintenance and repair;
- Knowledge of water and sewer construction and maintenance;
- Knowledge of safety hazards, principles and procedures;
- Ability to communicate effectively in writing and orally;
- Ability to train subordinates in all phases of maintenance, construction and repair;
- Ability to supervise effectively; and
- Skill in the operation of equipment used in public works maintenance.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma. Must have five (5) years in maintenance, repair or installation activities in specific areas (such as Storm water, concrete, street maintenance, etc.) with some experience in a supervisory capacity. Must possess a CDL "B" License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable Eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Moderate 15 to 45 pounds) lifting and carrying
- Walking
- Standing
- Bending
- Smelling
- Driving

Environmental Conditions:

- Works inside
- Works outside in various weather conditions with: fumes, gases
- Works with electrical energy
- Works in or with moving vehicles
- Works with odors

PUBLIC WORKS SUPERVISOR

SELECTION GUIDELINES: Formal application, rating of education and experience, oral interview and reference check, job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature

This job description was approved by Council on 11/20/2023 (3 pages)

