



WATER MAINTENANCE SUPERVISOR / PUBLIC WORKS

JOB DESCRIPTION

JOB TITLE: Water Maintenance Supervisor/ Public Works
DEPARTMENT: Maintenance
FLSA DESIGNATION: Hourly Non-Exempt
CLASSIFICATION: Full-Time

GENERAL STATEMENT OF JOB

The Water Maintenance Supervisor/ Public Works manages and assists in the completion of the day-to-day activities involving the maintenance of the building/facility, equipment and machinery, including HVAC, building lighting systems, grounds keeping, security and overall facility appearance. The position also maintains certain right-of-way areas, traffic control signage, and local street lights. The position supervises and coordinates the work of employees who repair and maintain building/facility, equipment and machinery. Reports to Town Manager with general or occasional supervision.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

1. Plans tasks in the most efficient and productive manner and instructs subordinates how to perform projects, the length of time required for projects, and the safety preparations necessary.
2. Works independently and supervises subordinates to ensure all work in progress is being performed safely, efficiently, and productively. Majority of time spent is typically in the field performing or monitoring work.
3. Maintains records; write letters, memoranda, and written reports for labor, equipment and materials; completes work orders and requisitions; and submit reports on projects in progress.
4. Proficient in use of computer-based applications for work order management, e-mail, and routine computer tasks.
5. Assists with budget preparation for Maintenance Department.
6. Plans projects and supplies cost analysis, including material and labor cost for projects. Manages bid process for certain projects and purchases.
7. Conducts weekly safety meetings for subordinates.
8. Works with outside contractors to ensure quality and completeness of work and inspect contractor's work-in-progress and informs contractor when specifications are not being adhered to according to contract specifications (HVAC, fire alarm, pest control, etc.).
9. Performs field work with subordinates.
10. Monitors use of Town gasoline tank, recording levels and maintaining records as required by county, state and federal laws and regulations.
11. Purchases supplies and replacement parts, tools, or equipment.
12. Performs other work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a high school or equivalent with additional training in vocational school. Considerable experience in the various building and structure maintenance trades with three to five years supervisory experience.

Must possess a valid driver's license.

Must possess a Class "C" Water Distribution Operator license

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information. Must be able to communicate effectively and efficiently in standard English and mechanical terminology.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 75 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed in mildly uncomfortable conditions with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and machinery.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the methods, materials and techniques used in construction and maintenance activities.
- Skilled in the use of hand tools; such as drills, electric sander, skill saw, router, jack hammers, trowels.
- Ability to establish and maintain effective working relationships with associates, departmental officials, and the general public, both in person and over the phone.
- Ability to effectively communicate via telephone, hand-held radio, or personal contact with a variety of people.
- Ability to effectively train, supervise and evaluate subordinate personnel while directing the completion of projects in a professional, effective, and timely manner.
- Ability to communicate effectively both verbally and in writing, and ability to follow verbal and written instructions.
- Clarity of vision to view computer monitor, written documents, or objects in the distance, including perception of color.
- Ability to perceive the nature of sounds by ear.
- Ability to judge distances and spatial relationships to see objects where and as they are.
- Ability distinguish, with a degree of accuracy, differences or similarities in intensity or quality of flavors or odors.
- Ability to raise or lower objects of up to 75 pounds from one level to another (includes upward pulling).
- Ability to ascend or descend ladders, stairs, scaffolding, ramps, or poles, and get in and out of vehicles using legs and feet or hands and arms.
- Ability to use hands to handle, feel or operate equipment and/or controls and reach with hands and arms.
- Ability to work with or in an environment where there may be chemicals, such as mineral spirits, gas and diesel fumes, insecticides, cleaning materials, etc.
- Ability to work in an environment which may include, but not be limited to, wet surfaces, stairs, fumes, lift station odors, cleaning materials, vehicle and motor bikes, etc.
- Ability to work indoors or outdoors in various weather conditions and in a noisy atmosphere.

This job description has been approved by the Town Manager

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is subject to an introductory period of six (6) months, during which time Employee must obtain a Class "D" Drinking Water Treatment Plant Operator license.

Employee_____ Date_____

The Town of Gulf Stream is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Gulf Stream will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Town does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, marital status, or any other characteristic protected by law.