



City of Lake Helen

Job Description

Position Title: Public Works Superintendent
Category: Exempt
Pay Classification: Negotiable

MAJOR FUNCTION: Responsible administrative and supervisory work in directing all activities of the Public Works Department including facilities and ground maintenance, vehicle maintenance, streets and drainage as well as overseeing the water utility contract operator. The Position reports to the City Administrator.

ILLUSTRATIVE DUTIES:

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position.)

- Supervises all facets of Public Works, plans, assigns and directs employees.
- Develops plans and projects for the Public Works Department including developing short and long-range goals, assisting with capital improvement planning and scheduling all building and vehicle maintenance.
- Develops work schedules. Supervises work in progress.
- Performs basic engineering and other technical functions. Seeks the advice of the City Engineer when required.
- Analyzes and adheres to the budget and proposes adjustments. Prepares recommendations for the following year's fiscal year budget.
- Inspects work performed for the City by outside construction companies.
- Directs the placement, training, promotion, discipline and evaluation of all Public Works employees.
- Prepares specifications for bid work and assists in the selection of lowest and best bid.
- Attends all daytime and evening Commission meetings and workshops.
- Serves as City Safety Director.
- Responds to citizen questions and concerns
- Creates and maintains an accurate inventory of all City assets
- Supervises utility billing proceedings

MINIMUM REQUIREMENTS:

Knowledge, Skills and Abilities



City of Lake Helen

Job Description

- Knowledge of the occupational hazards to worker's health and individual safety
- Knowledge of all phases of public works, including facilities and vehicle maintenance, parks and grounds, streets and drainage safety and maintenance
- Knowledge of construction and maintenance equipment, tools and supplies required to accomplish all operations
- Knowledge of principles and practices of current water production methods.
- Knowledge of health and safety requirements in water treatment and plants and equipment operations.
- Knowledge of the technical operations involved in water production and purification.
- Knowledge of methods and practices of residential and commercial septic systems and operating procedures.
- Ability to supervise and instruct subordinate employees engaged in a variety of professional and technical activities.
- Ability to prepare concise, accurate, technical, and administrative reports, and to present verbal explanations of technical concepts and problems.
- Ability to inspect equipment in operation, detect changes in conditions, and make necessary adjustments or general repairs.
- Ability to understand and execute written and oral work orders and maintain required records.
- Ability to plan, assign, and supervise the work of others.
- Ability to create a positive image to the public relative to public works programs
- Ability to be on call 24/7 for emergencies. Due to this, it is expected that this position will be the individuals sole employment.

Licenses, Certifications, Registrations

- Possession of a valid Florida driver's license.
- As a condition of employment, possess or obtain within 24 months a Class "C" Water Treatment Operators License, a Water Distribution License and a Backflow Prevention License as issued by the State Department of Health and State Department of Pollution Control.

Education, Experience and Training

- Associate's degree in Business Administrative, Public Administration or a related technical field.



City of Lake Helen

Job Description

- Five (5) years of experience in responsible management or supervisory position.
- Equivalent experience may be substituted for the minimum requirements.

ADA REQUIREMENTS:

Physical Demands: Medium to heavy work. Ability to see (depth perception, color, acuity), hear, stand, walk, bend, stoop, reach overhead, climb, grasp, lift, carry, pull, push up to 100 pounds. Ability to tolerate noise, vibration, fumes, odors and poor ventilation. Limited exposure to chemicals.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; legal and regulatory documents; financial reports, letters, memos, instructions; safety rules. Ability to perform shop math and basic math including ratios, percentages and operating formulas. Ability to write reports, financial reports, memos, letters, instructions and policies/procedures. Ability to speak publicly; conversant in theory and practices of discipline to laymen. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Environmental Demands: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, moving vehicles and electrical energy. Ability to tolerate noise, vibration, fumes, odors and poor ventilation. Limited exposure to chemicals. May require exposure to inclement weather (heat, humidity, cold, rain), chemicals, dust, confined spaces and poor ventilation.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____