



CITY OF AVON PARK

Highlands County, Florida

JOB TITLE: **PUBLIC WORKS SUPERVISOR**

EXEMPT: YES

SALARY: Grade/Step: 999/99 (\$67,000)

REPORTS TO: Public Works Director

DEPARTMENT: Public Works

LOCATION: Public Works

PREPARED BY: Human Resources

APPROVED BY: City Manager

DIVISION: Facilities/Streets/ Stormwater

COST CENTER:

SHIFT: Days

POSITION: Public Works Supervisor

DATE: 02/23/2024

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NATURE OF WORK:

Under the direction of the Public Works Director, manages the daily operations of crews performing inspection, repair, and maintenance of City-owned buildings, streets, grounds, parks, roadways, sidewalks, traffic devices, and stormwater drainage systems. Ensures compliance with all Federal, State, and local regulations. Employees in this class exercise considerable independent judgment to ensure staff follow rules, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment of position.

- Supervises public works foreman(s) and crews in the work of inspection, repair and maintenance of buildings/facilities, streets/roadways, grounds, parks and stormwater systems
- Creates weekly work schedules for all crews
- Reviews work completed by crew members and evaluates for quality and efficiency
- Creates and maintains routine maintenance cycles for all areas assigned
- Evaluates employee performance in a timely manner, recommends discipline, promotions, transfers, and terminations
- Authorizes employee leave requests and completes appropriate paperwork to ensure accurate payroll
- Investigates equipment breakdowns, personal injuries, accidents, incidents; determines root cause and recommends corrective action as needed; follows up on progress of corrective action

- Receives and addresses complaints and inquiries from the public regarding issues and conducts field inspections of work sites and meets with residents, the general public, and the business community to address concerns
- Evaluates and prioritizes service requests; verifies maintenance responsibilities through easement documents, subdivision plats, site plans, permits, Highlands County Property Appraiser records, and other means as necessary
- Trains employees in equipment operation, safety practices and maintenance duties
- Purchases supplies and equipment within budgeted amounts and purchasing guidelines
- Guides and develops employees in the accomplishment of their duties
- Ensures compliance with federal and state laws regarding storm drainage maintenance
- Manages the development and implementation of building and facility preventative and predictive maintenance schedules and/or cycles
- Manages the maintenance of street lights, pot holes, right-of-way problems, street signs, and mowing
- Assists the Director of Public Works in developing the Division's operational and capital budgets
- Attends meetings and conferences as required
- Provides support and performs special projects for other City departments
- Partners with supervisors in other City departments to solve current issues
- Email correspondence with knowledge in Microsoft Office applications
- Performs other duties as assigned

QUALIFICATIONS AND REQUIREMENTS:

- Must possess a valid Florida Class E driver license, CDL preferred
- Must pass applicable pre-employment testing and background checks

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable construction and maintenance standards and specifications required by federal, state and local government regulations
- Ability to communicate clearly and concisely, orally and in writing and to properly interpret and utilize work diagrams, blueprints and drawings
- Technical skills to include proficiency in business software (email, word processing and spreadsheets)
- Working knowledge of Geographic Information Systems (GIS)
- Considerable skills in the use of public works equipment related to general construction and maintenance
- Ability to plan and schedule employees, equipment and other resources in an efficient and effective manner
- Ability to develop and maintain effective working relationships with employees as a supervisor including the development and evaluation of staff to achieve a high-level of performance

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D.

- At least five years' experience in public works involving streets, facilities, and stormwater, operations and maintenance or a combination of at least two of the above.
- At least two (2) years in a lead or supervisory role within public works.
- Experience with and responsibility for heavy equipment operations.

Required within one year from hire date:

- Florida Stormwater Association (FSA) Level 1 within 6-months of hire
- Florida Department of Environmental Protection Stormwater, Erosion, and Sedimentation Control Inspector Certification
- Florida Department of Transportation Advanced Temporary Traffic Control Certification (formerly MOT)
- Florida Stormwater Association (FSA) Level 2 or Florida Water and Pollution Control Operators Association (FWPCOA) 'A' License within one 1-year of hire
- Completion of the following Federal Emergency Management Agency (FEMA) Training: ICS-100, ICS-200, IS-700, and IS-800

PHYSICAL DEMANDS:

- Frequent driving of City vehicles
- Position requires frequent sitting, standing, walking
- Position occasionally requires reaching, climbing, bending, crawling, pulling, pushing, stooping, and occasionally lifting moderate to heavy objects
- Ability to work in all weather conditions
- Tasks are occasionally performed in outdoor environment under all weather conditions with risk of exposure to vehicular traffic, noise, and exhaust fumes and working around open trenches and construction areas that involve the use of safety equipment such as reflective vests, hard hats, and safety shoes
- Some tasks include working in and around moving vehicles where heightened awareness to surroundings and adherence to established safety precautions is essential to avoid injury/accidents

SPECIAL REQUIREMENT:

This position is a Disaster essential position and will be required to report for work when a declaration of emergency has been declared in Highlands County.

Employment Applications for the City of Avon Park must be filled out in entirety.
Applications can be found at www.avonpark.city

The City of Avon Park is an Equal Opportunity Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

Preference will be given to preference-eligible veterans in accordance with applicable law.