

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Public Works Supervisor
DEPARTMENT: Public Works
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs supervisory level work in support of the Public Works department. Plans, supervises, and implements all day-to-day field operations for the Facilities Maintenance and Parks and Natural Resources divisions. Position typically supervises a small to mid-size team of employees and typically schedules day-to-day work activities to provide optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees in-house maintenance projects and minor remodeling projects
- Oversees the daily operations of the facilities maintenance division and the parks and natural resources division
- Supervises the purchase of materials, supplies, and equipment necessary to complete tasks and maintain the continuity of daily operations; obtains price quotes and cost estimates
- Prepares specifications and evaluates contractual service agreements for landscape maintenance, janitorial services, heating, ventilation, and air conditioning (HVAC), and plumbing and electrical services; makes recommendations for improvement as necessary
- Supervises subordinates and contractors engaged in the construction, repair and maintenance of facilities, parks, sport fields, and landscaping; prepares and conducts performance evaluations, incident reports investigations, and disciplinary actions as necessary
- Conducts job interviews for open positions and promotional opportunities; recommends potential candidates for hire
- Evaluates employee skills and coordinates training and educational opportunities
- Monitors and ensures that subordinate staff members maintain appropriate licenses and certificates
- Assists the Public Works Director or designee in planning, preparing, and maintaining the annual operating budget for associated divisions

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- Assists Capital Project Management staff as directed when necessary to meet specific deadlines and/or limited budgets
- Responds to emergencies as needed 24 hours per day
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Associate's degree in public administration, business administration, construction management or related discipline; supplemented by six (6) or more years' experience in public works or a closely related field; an equivalent combination of education, certification, training, and / or experience may be considered.

Must have a state of Florida driver's license, class B. Must have a Maintenance of Traffic (MOT) certification, and Occupational Health and Safety Administration (OSHA) construction safety certification or have the ability to obtain upon date of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of the basic principles and fundamentals of facilities management including but not limited to plumbing, electrical, HVAC, carpentry, landscaping, and parks maintenance
- Advanced knowledge of occupational hazards and safety precautions
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Working knowledge of irrigation system and energy management software
- Skill in providing good customer service
- Ability to obtain data utilizing a GIS system
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

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ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date