

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Transportation and Stormwater Supervisor
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Non-Exempt

GENERAL PURPOSE:

Performs supervisory level work in support of the City's Transportation and Stormwater Division within the Utilities and Engineering Department. Supervises Transportation and Stormwater Division personnel and oversees related contracted projects within the capital improvement program. Observes and evaluates routine work, training or contacted work related to a wide variety of construction, maintenance, and repair tasks. Position typically supervises a small to mid-size team of employees and schedules day-to-day work activities to optimize efficiency and productivity. Position requires a thorough understanding and application of principles, theories, and concepts in the 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.

- Supervises and schedules daily operations for the construction, installation, maintenance, and repair of storm water and streets systems within the City
- Supervises the completion of in-house and contracted storm water and streets/highway systems, including citywide sidewalk replacement, traffic calming devices and swale re-grading
- Manages and monitors work performed by in-house personnel and contractors working for the City
- Creates and schedules daily, weekly and monthly assignment of work orders and preventative maintenance
- Investigates and resolves routine customer complaints and prepares related reports
- Attends scheduled meetings with contractors, engineers, and consultants
- Maintains and actively participates in Emergency Callout Program with responsibility for all water distribution issues
- Responsible for the procurement and purchase of replacement stock materials and supplies for the transportation/storm water division
- Requests purchase orders for capital improvement projects
- Coordinates asset management with the Information Technology department utilizing the Geographic Information System (GIS) to reflect field conditions

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- Participates in the development of the annual operating budget and capital improvement program (CIP)
- Provides support to other divisions as requested by Utilities and Engineering Senior Management

MINIMUM QUALIFICATIONS:

High school diploma or GED and technical training in related discipline supplemented by six (6) or more years' experience in transportation and stormwater operations and management. An equivalent combination of education, certification, training, and/or experience may be considered.

Must possess a valid Florida Commercial Driver License (CDL) Class B or higher; Stormwater Management Class B Certification from Florida Water and Pollution Control Operator's Association (FWPCOA); and State of Florida Aquatics Pest Control License.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the occupational hazards and ability to implement all necessary safety precautions of the work
- Advanced knowledge of tools, equipment, technology, and techniques used in the construction, maintenance, and repair of transportation and stormwater collection systems
- Skill in providing good customer service
- Ability to make sound decisions based on City ordinances and department policy
- Ability to train and provide leadership to subordinates
- Ability to read and comprehend construction plans and contract documents
- Ability to respond to and stay at the workplace for extended periods of time during emergencies, as required
- 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
- Ability to actively participate in the City's Emergency Callout Program

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or 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 extended periods of time at a keyboard or work station and extended periods of standing and/or walking.

**CITY OF COCONUT CREEK
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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)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date