

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS SUPERINTENDENT (Job Code 580).

GENERAL STATEMENT OF JOB

Under general direction, supports the Director of Public Works in the administration and coordination of all divisions delegated to the City's Public Works Department. This position ensures the efficient administration of roads and buildings construction and maintenance projects, vehicle maintenance, and storm water utilities. Employees in this class have considerable responsibility for establishing work safety policies and procedures, and for assisting division supervisors in implementing and enforcing same. Position authorizes materials and supply requisitions in accordance with established budget objectives.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Coordinates the daily operations of all divisions of the Public Works Department.

Manages scheduling and coordination of public works activities and projects such as roadway or building construction and repair.

Ensures divisions perform duties in a manner that promotes safety, health and welfare of the public, and ensures municipal compliance with established regulations.

Authorizes requisitions of daily operating supplies, materials, and equipment in accordance with established budget objectives.

Assists director in developing and establishing new operating practices, policies, and procedures.

Prepares and monitors the annual budget for related divisions.

Evaluates employee performance, provides disciplinary action as necessary, participates in interviews and hiring process, and coaches' employees.

Sets and manages both short- and long-term goals for department, including participating in the strategic planning process.

Oversees contractors performing work for the department.

Performs clerical duties as necessary, including computer entry, data compilation, and generating reports.

Operates machinery and equipment as necessary.

Assists in evaluating work methods with a view toward increasing efficiency and decreasing costs.

Schedules technical training and support for department employees.

Assumes the duties of the director when required.

Oversees security of the Public Works Complex.

Participates in monthly department safety meetings.

Performs related work as required.

Performs Emergency Response tasks and assignments as directed by the City Emergency Response Director or authorized Emergency Response subordinate.

MINIMUM TRAINING AND EXPERIENCE

Must possess a high school diploma supplemented by a minimum of ten (10) years of progressively responsible work experience in the Public Works field, five (5) years of which shall be in a supervisory capacity; or, a Bachelor's degree in Engineering, Building Construction and Management, Public Administration, or related field, supplemented by a minimum of six (6) years of progressively responsible work experience in the Public Works field, three (3) years of which shall be in a supervisory capacity. Must possess and maintain a valid Class "B" CDL Florida driver's license. Must be proficient with the Microsoft Office suite.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20-50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving oral instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to construction and municipality regulatory practices that range from moderate to complex levels. Requires the ability to read various discipline languages, i.e. engineering, mechanical, electrical.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in program coordination development.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must consistently demonstrate the ability to speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various types of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Requires the ability to operate various types of equipment. Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must consistently demonstrate an ability to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and hear (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern principles and practices of public works administration.

Knowledge of the principles and practices of civil engineering as applied to the administration of diversified public works activities.

Knowledge of effective supervisory principles and techniques.

Skilled in both oral and written communications for effective expression of concepts, ideas, and clarity in task assignment.

Ability to establish and maintain effective working relationships with City administrative employees, subordinates, and outside organizations and agencies.

Ability to assign, supervise, and review the work of a moderately large team of employees, and to provide direction and recommendations on procedural and related issues.

Ability to analyze, organize, and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

City of Margate, Florida • Public Works Superintendent

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date