



# THE TOWN OF EATONVILLE

## Job Description

**Division/Department: PUBLIC WORKS**

**Location: TOWN HALL**

**Job title: PUBLIC WORKS FIELD SUPERVISOR**

**Reports to: PUBLIC WORKS DIRECTOR**

**Level/Grade: F-6**

**POSITION# 536-2PW**

**SALARY- \$28,280- \$42,420**

Hour

**Type of position:**

Full-time

Part-time

Contractor

Intern

**Hours: 40/per week**

Exempt

Non-exempt

**General Description:** Under the direction of the Director of Public Works, the purpose of this position is to control and direct all Public Works Field Operations. Employees in this classification perform supervisory and administrative work. Position is responsible for planning, organizing, budgeting, and directing field operations. Perform related work as directed.

**ESSENTIAL JOB FUNCTIONS-** Supervises staff, performs full range of supervisory duties including training, instructing, setting standards, assigning/reviewing work, coordination, counseling, selecting new employees; recommends transfers, promotions, discipline, discharges and salary increases. Assist with managing operation of Public Works Operating and Depot. Reviews work to be accomplished, requisitions materials and supplies as needed for projects, maintaining inventories. Organizes daily activities and scheduled crews, depending on nature of work to be performed. Performs project inspection, provides quality control for both in-house and contractor performed projects, reports and documents inspection findings, contract management. Assists with budget preparation, monitors expenditures to ensure conformance with allocated budget. Review work Order reports, Purchase Orders, Time Sheets, vehicle Maintenance, and Travel and Per Diem costs for accuracy and completeness. Assists with preparing budget spreadsheets, performance appraisals, and operating procedures. Refers to and interprets FDOT and OSHA Standards, Policy Manual, and Town Codes to ensure compliance with requirements and specifications.

**PERFORMANCE APTITUDES-** Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising, discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of works, includes the ability to make decisions on procedural and technical levels. Equipment, Machinery, Tools and Materials Utilization. Requires the ability to operate and maneuver and/or control the actions of light and heavy equipment machinery, tools, and/or materials used to perform essential functions. Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Mathematical Aptitude: requires the ability to perform additions, subtractions, multiplication, and division, ability to calculate decimals and percentages, may require ability to utilize principles of fractions and/or interpret graphs. Functional reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardize work with some latitude for independent judgment concerning

choices of action. NOTE: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Task involves frequent walking, standing, some lifting and carrying objects to moderate weight; and/or operations of vehicles, office, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations, must have the ability to perform Water and Sewer repairs utilizing various equipment.

**MINIMUM QUALIFICATIONS-** High School Diploma or GED, Supplemented by College Courses work at the degree level or Vocational Training equivalent to college AA or BA Degree in Environmental, Engineering, Business, Management, or related courses, supplemented by two (2) years previous experience and/or training through active participation, involving supervision and administration of public facilities operation and activities; or an equivalent combination of education, training, and experience. Applicant must have experience in landscape or building maintenance or paving and previous experience in supervising public works personnel. Applicant must have and maintain a valid Florida Driver's License.

**SPECIAL REQUIREMENTS: FLORIDA CDL**

THE TOWN OF EATONVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG-FREE WORKPLACE.

AS PART OF OUR COMMITMENT TO A DRUG-FREE WORKPLACE, FOR ANY POSITIONS DESIGNATED AS MANDATORY POSITION OR A SPECIAL RISK POSITION UNDER APPLICABLE LAW, JOB APPLICANTS ARE OFFERED EMPLOYMENT CONDITIONAL UPON SUCCESSFULLY PASSING A DRUG TEST. REFUSAL TO TAKE THE TEST, OR FAILURE TO PASS THE TEST ACCORDING TO A MINIMUM STANDARDS IS CAUSE FOR DISQUALIFICATION. ADDITIONALLY, IF YOU BECOME EMPLOYED WITH THE TOWN YOU MAYBE REQUIRED TO SUBMIT TO A DRUG-TEST AS REQUESTED AND IN ACCORDANCE WITH APPLICABLE LAW. YOUR REFUSAL, OR FAILURE TO PASS THE TEST ACCORDING TO MINIMUM STANDARDS WILL RESULT IN YOUR TERMINATION.

WEBSITE POSTING:

Interested candidates please submit your application/resume by 5:00 PM on **11/13/2020** to Town Clerk's office.