

JOB TITLE: Public Services Field Supervisor

Pay Scale 02

\$20/hr- \$28/hr

Town of Lake Hamilton

Division: Public Works (Public Services)

Department: Maintenance

GENERAL PURPOSE

Skilled Lead/Chief or "Foreman" Position working under the direction and supervision of the Public Works Director (Public Services Director). Works individually while also, safely leading members of a small to medium construction, maintenance, and repair team; works adjacent to and in the same capacity as those supervised. Plans, schedules, supervises and evaluates the work of crew members performing general construction, maintenance and repair tasks. Establishes and maintains preventive maintenance schedules and inspection records. Identifies, plans, schedules and effects all necessary repairs, new construction or renovation projects. Reviews plans for constructability and conformance with operation and maintenance standards. Coordinates tasks and work-related efforts with assigned crew members, other department heads or other supervisors, and contractors. Resolves unforeseen conditions; monitors expenditures, ensures compliance with safety, permit, contract, and acceptable industry standards. Administers work orders and maintains detailed written records of work performed and completed, to include time, materials, and labor hours expended. Responds to trouble calls; emergency calls and service requests received during and beyond the regular workday. Involved in all aspects of the maintenance, wastewater collection and water departments. To perform proper maintenance of Town's streets, alleyways, parks, grounds, buildings, green spaces, fields and common areas for Town owned property and/or facilities. Providing for a safe and aesthetically pleasing environment. This is not intended to be an all-inclusive listing of essential job functions; the performance of other essential functions may be required.

SUPERVISION RECEIVED

Work under the supervision of the Public Works Director and in sometimes in conjunction with the Treatment Plant Operators, as instructed by the Public Works Director. Directly Supervising the Maintenance Team. Water Operators take lead on decisions made regarding the water system when the Director isn't available.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES, BUT NOT LIMITED TO THE FOLLOWING:

- Plan, organize and implement preventive maintenance and maintenance schedules. Skill in the safe operation of power and hand tools; reading and interpreting maps, plans and drawings; and interpreting, and ensuring adherence to City policies, industry construction, maintenance, repair, and safety standards and regulations. Ability to supervise and evaluate the work of assigned personnel; maintain detailed written records and logs; comprehend and follow advanced oral and written instructions, and to communicate and work effectively with supervisors, fellow employees, contractors, and the public. Completing projects that are part of your day-to-day tasks as assigned by the Public Works Director, in addition to any extra tasks given. Will be physically involved in the work needed to maintain Town lands and infrastructure as well as maintaining the equipment used. Drive town trucks in the day to day operation of the town, loading, unloading and hauling equipment and materials. Conform to all safety

regulations, completing all tasks in a manner that is safe to oneself, one's co-workers and to the public. Perform labor activities involved in construction and maintenance projects as part of a crew or individually, pavement cutting, ditch digging, manhole and line cleaning, laying and backfilling. Be on a rotating on-call list, responding after normal business hours to town emergencies. Operate heavy equipment that includes tractors, zero turn mowers and backhoes.

MINIMUM REQUIRED QUALIFICATIONS, EDUCATION, LICENCES AND CERTIFICATIONS:

- High School Diploma or GED.
- Experience Supervising a work crew.
- Experience installing and repairing water and wastewater utilities.
- Must have or be willing to get a class B CDL within one year.

PREFERRED QUALIFICATIONS, EDUCATION, LICENCES AND CERTIFICATIONS

- Water Distribution System Operator License from Florida Department of Environmental Protection Level II or greater, or a Water Treatment Plant operator Class C or greater
- Wastewater Collections Certification from FWPCOA

NECESSARY KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS/ABILITIES: *The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

- Be able to perform any and all maintenance of the Town of Lake Hamilton and properly document maintenance performed.
- Be able to communicate in a courteous and comprehensible manner with coworkers and supervision, both verbally and in writing.
- Be able to work safely, in compliance with all safety regulations.
- Be able to operate power tools, heavy equipment, trucks and hand tools. (See "TOOLS AND EQUIPMENT USED" for a comprehensive list).
- Be able to do limited computer work, such as checking email, word and Meter reading software, work order software
- Be able to perform heavy manual tasks for extended periods of time in the heat and cold and rain.
- Able to establish and maintain effective working relationships with coworkers, supervision and public.
- Be able to understand and carry out written and oral instructions.
- Be able to do basic math, addition, subtraction, division and multiplication.
- Be able to work unsupervised throughout the day, while still accomplishing assigned tasks.
- Be able to maintain the tools and equipment that one uses during the course of a workday. You do not need to know how to fix everything, but you need to be able to ascertain if there is a problem with a piece of equipment and notify your supervisor.

- Solid knowledge of installation and repair to a drinking water distribution system and Wastewater collection

While performing the duties of this job the employee is regularly required to use his/her hands to handle, feel and/or operate objects, tools and/or controls and to reach with his/her hand and arms and legs. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, smell talk and/or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must be able to work in outside weather conditions such as rain, cold, heat, wet and/or humidity. The employee must be able to work in an environment that has vibration, high/precarious positions, occasional fume/airborne particle exposure. The employee may have to work with toxic and/or caustic chemicals and the risk of electric shock. The noise level in the work environment is usually loud

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