

TOWN OF MELBOURNE VILLAGE
Job Descriptions

JOB TITLE: Supervisor

DEPARTMENT: Public Works

GENERAL DESCRIPTION:

Under the administration of the Mayor, with little or no direct supervision, the Supervisor directs daily operations of the Public Works Department, supervise and participate in all tasks of the Public Works Department, including but not limited to road maintenance, swale and culvert maintenance, landscaping, building maintenance, code enforcement, and other duties as assigned by the Mayor or Commission. The Supervisor manages the Department according to the approved annual budget. This is a full time, salaried position.

ESSENTIAL JOB FUNCTIONS:

- Makes recommendations to the Mayor and Town Commission regarding care of trees, roads, berms, ditches, buildings, parks, and equipment belonging to the town, and carries out all directives from them.
- Plans, supervises, and actively participates with the employee(s) of the Public Works Department on repair and maintenance of roads, bridges, culverts, swales, ditches, and other rights of way belonging to the Town and other tasks, as by the Mayor.
- Exercises supervision over Public Works employee(s), performs employee evaluations, recommends hiring, promotions, disciplinary actions, training, and terminations.
- Reviews, approves and signs timecards, requests for leave, etc. for Public Works employee(s).
- Follows and enforces all safety rules and procedures for work areas, including traffic control plans, personal protective equipment, and monitoring and documenting training.
- Establishes the grade and size of ditches and culverts as required by the Town, and State laws, rules, and regulations.
- Approves or denies tree removal applications, monitors tree removal progress, and follows up on replacement trees in accordance with Town Code.
- May identify Code Enforcement violations and follows up with required support to help bring to closure.
- Monitors and recommends departmental budget expenditures for each year in concurrence with the Town's overall annual budget.

- Maintains an inventory of property and equipment belonging to the Town.
- Develops a high-level, 12-month annual plan for the Department. Develops and maintains more-detailed monthly working plans.
- Maintains monthly and annual calendars of scheduled maintenance.
- Knowledgeably and safely operates all department-controlled equipment and vehicles.
- Makes recommendations to Commission regarding purchase or rental of equipment.
- Responsible for the inspection, general repair, and maintenance of town structures, equipment, and department-controlled vehicles.
- Ensures the Hester Wagner Community House, interior and exterior, is inspected, cleaned, restocked and maintained, after every use according to the current checklist.
- Supervisor will be on call 24/7 during active hurricane warnings for our immediate area.
- Supervisor will be available for emergency actions as needed, e.g., road blockage by downed tree(s), flooding, town building damage, etc.
- Prepares and submits monthly summary of Public Works Department activities; including description of work accomplished that meets the annual/monthly plans.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- When requested, attends meetings of the Town Commission.
- Completes all required training.

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS AND ABILITY)

- Must be a self-starter, willing to accept responsibility.
- Ability to communicate effectively, both orally and in writing.
- Ability to use general office equipment, computers, and software required to produce reports, spreadsheets, presentations, such as Microsoft Word, Excel, and PowerPoint.

- Possesses problem solving skills, logic, good judgment, flexibility, and public relations skills.
- Ability and willingness to monitor and stay current with best practices and policies for the Public Works Dept. (i.e., equipment, safety, state mandates, etc.).
- Demonstrated ability to operate heavy machinery, commercial grade lawn equipment, etc.
- Must have the ability to use small tools including power tools.
- Knowledge of general construction practices.
- Ability to work with service, materials, and equipment providers and skilled in negotiations to secure Town Public Works-related contracts.
- High School Diploma or equivalent, college or technical degree preferred.
- Valid Florida driver's license with good driving record.

PHYSICAL REOUIREMENTS:

Must be physically able to operate a variety of common office equipment including computers, calculators, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to perform to the physical ability required of an active Public Works Supervisor. Physical demand requirements are in excess of those for sedentary work. Duties usually require walking or standing to a significant degree. Must be physically fit and capable of performing his/her duties as the Public Works Supervisor.

THIS JOB DESCRIPTION IS NOT INTENDED AND SHOULD NOT BE CONSTRUED AS AN ALL-INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THIS POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, THE TOWN RESERVES THE RIGHT TO MODIFY, ADD, OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS DESCRIPTION DOES NOT, BY ITSELF, CONSTITUTE A WRITTEN OR IMPLIED EMPLOYMENT AGREEMENT.