

## **POSITION DESCRIPTION**

Class Title: Public Works Supervisor  
Department: Public Works - EXEMPT STATUS  
Salary Range: \$35,000 - \$55,000  
Office Location: Belleair Bluffs City Hall  
Date: October 2017

### **GENERAL PURPOSE**

The Public Works Supervisor is a high visibility, highly responsible administrative and supervisory position responsible for the direction of all the operations of the Public Works Department. Responsibilities involve continuous public contact, and considerable independent judgment. Discretion and individual initiative must be exercised in carrying out the day to day operations of the Department. The Supervisor will be expected to perform physical tasks including short term manual labor.

### **SUPERVISION RECEIVED**

Work is supervised by the administration department.

### **SUPERVISION EXERCISED**

The Public Works Supervisor primary duty is the supervision and direction of full-time, part-time and temporary employees in all facets of the public works duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **ADMINISTRATIVE**

- \*Customarily and routinely supervises the work of two or more full-time employees or their equivalent.
- \*Assists with the Public Works annual budget and reviews budget expenditures and long range planning for the Public Works Department.
- \*Prepares reviews and approves all Public Works personnel actions and performance evaluations in conjunction with the City Clerk. Plans and implements new procedures aimed at providing a more efficient department with the City Clerk
- \*May act as a liaison between the citizens and local law enforcement agency, regarding violations of the City of Belleair Bluffs local ordinances and similar complaints. Duties may include, but are not limited to: Providing updates to the City Clerk, contacting the appropriate law enforcement agency,-and citizen contact. The Public Works Supervisor will review all building plans and all requests for development permits or site plans to insure compliance with city development codes and other City ordinances. This review will occur before and be in addition to any building plan reviews conducted by any governmental entity reviewing and issuing building or other development permits on behalf of the City. A report of any issues requiring changes to building plans or other permits will be forwarded to the permitting authority." (1-21-03)
- Assigns work tasks and reviews the progress of each assignment. Will make field trips to review the progress of contracted projects.
- \*Represents City at meetings and conferences with representatives of county, state, federal agencies, public utilities, professional groups, local civic clubs and other citizen groups.
- \*Responsible for ordering all supplies and purchasing of tools, machinery and/or parts to properly operate the Public Works Department, maintain parks, city buildings and all city infrastructure.
- \*Responsible for installation and maintenance of all city street signs, including speed and traffic information signs on all city streets.
- \*Provides minor routine mechanical repair to city machinery, sprinkler systems and minor electrical and plumbing repair to city buildings and properties.
- \*Deals with the public on complaints and performs follow up on complaints.
- \*Assist the City Clerk in identifying issues regarding the comprehensive plan
- \*Working with FEMA to insure the maps correctly reflect the accuracy of the city. To report all proposed building in flood areas including reconstruction of 51% or more (FIRM)
- \*Working with FEMA to insure that all maps used by this program correctly reflect the accuracy of the city and to help residents with their home owner's policies and flood insurance.(NFIP)
- \*Certification of the National Incident Management System (NIMS) awareness course ICS-700, certification of NIMS WMD, and now compliant with the ICS-300, ICS-400 and to insure that the city's EOC and other emergency plans coexist with NIMS
- \*To insure ordinances and resolutions are adopted by the city. A copy of the Local Mitigation Strategy (LMS) is on file in the Public Works office.

### **Planning Official**

- (1) If the Planning Official shall find any of the provisions of this code are being violated, he shall notify, in writing, the Pinellas County Sheriff Code Officer.
- (2) The Planning Official shall order the discontinuance of illegal use of land, buildings or structures, the removal of illegal buildings or structures or of additions, alterations or structural changes thereto, or the discontinuance of any illegal work being done or shall take any other action authorized by this code to assure compliance with or to prevent violation of its provisions.
- (3) The Planning Official shall review all development permits to assure that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.
- (4) The Planning Official shall verify and record the actual elevation, in relation to mean sea level, of the lowest floor (including basement) of all new or substantially improved structures.
- (5) The Planning Official shall verify and record the actual elevation, in relation to mean sea level, to which the new or substantially improved structures have been flood proofed.
- (6) When flood proofing is utilized for a particular structure, the Planning Official shall obtain from the property owner certification from a registered professional engineer or architect.
- (7) Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), the Planning Official shall make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this code.
- (8) When base flood elevation data has not been provided in accordance with Subsection B(5), then the Planning Official shall obtain, review and reasonably utilize any base flood elevation data available from a federal, state or other source in order to administer the provisions of Subsection B(5).
- (9) The Planning Official shall review all permit applications and subdivision proposals made to the city to determine whether a proposed building site or new development proposal will be reasonably safe from flooding and shall require the proper application of the management criteria and procedures established in Section 60.3 of the National Flood Insurance Program Regulations (44 CFR Chapter 1, Subchapter B, Part 60), as amended, when applicable.

### **Flood Plain Administrator**

The individual appointed to administer and enforce the floodplain management regulations of the community. Those regulations include the Article and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance, and erosion control ordinance), and other applications of police power which control development in flood-prone areas. This term describes Federal, State of Florida, or local regulations in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

### **Staff for Special Master**

Operate in a capacity of staff for the city and city attorney in a Quasi-Judicial hearing regarding code violations.

### **NPDES Coordinator**

Work with the City Engineer to ensure the continued implementation of BMP's (Best Management Practices) associated with regard to the National Pollutant Discharge Elimination System.

### **OTHER DUTIES**

Attend conferences, seminars or special training sessions related to the position.  
Serves as ADA (Americans with Disabilities Act) coordinator for the City.  
Performs related work as required that involves assisting other departments.

"On call" twenty four (24) hours, seven (7) days a week for emergencies.

This employee will be expected to perform physical tasks on occasions of storms or decreed disaster emergency

situations, to assist as project expeditor and when common sense dictates.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

Graduation from a standard high school, supplemented by a minimum of two years of college level course work. Some construction and considerable experience in Public Works related functions including experience in a responsible supervisory position is required;  
Any equivalent combination of education and experience.  
Necessary Knowledge, Skills and Abilities

#### Considerable knowledge of the principles and practices of Public Works;

Knowledge of basic Public Works engineering, some knowledge of the methods, and practices, involving tools and equipment used in mechanical repair and maintenance work;

Some knowledge of electricity as related to motors and pumps;

Considerable knowledge of parks and grounds maintenance work;

Ability to inspect machinery and mechanical equipment and to detect apparatus malfunctions;

Ability to organize, direct, coordinate and evaluate Public Works operations and projects; ability to plan and supervise the work of staff and to prepare work programs.

Possession of a valid Florida driver's license;

Ability to appraise municipal needs and make recommendations orally and in written form;

Ability to establish and maintain effective working relationships with city officials, employees and the general public; ability to communicate effectively, orally and in writing;

Ability to deal tactfully and effectively with the general public; ability to handle stressful situations; Considerable knowledge of modern public works procedures, equipment, and operational methods and skill in operating the listed tools and equipment

Some knowledge of horticulture;

Knowledge of occupational safety rules and practices.

### **TOOLS AND EQUIPMENT USED**

Standard "workshop" equipment including but not limited to electric saws, drills, light truck, tractor and small automotive equipment, riding and push lawn mowers, shovels, rakes, painting equipment for buildings, telephones, fax machine, 10-key calculator, and copy machine and some computer knowledge.

### **PHYSICAL DEMANDS**

The 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 accommodations as determined by the Commission may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Public Works Supervisor is required to sit and talk or hear; to walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The Supervisor must have full physical ability and mobility without limitation and able to perform strenuous physical acts.

The Supervisor must occasionally lift and/or move up to one hundred (100) pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet to moderately high. Ninety (90) percent of the work will be performed in a non-controlled environment.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; The Public Works Supervisor shall be hired by the City Clerk.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City Commission and the Public Works Supervisor and is subject to change by the City as the needs of the City and requirements of the job change.

Approval: City Commission

Effective date: October 2017