

# TOWN OF DUNDEE

## DEPARTMENT OF HUMAN RESOURCES

### Position Identification Card

<b>POSITION TITLE:</b>	<b>Public Works - Superintendent</b>
<b>DEPARTMENT:</b>	<b>Public Services – Public Works</b>
<b>REPORTS TO:</b>	<b>Director of Public Services</b>
<b>SALARY/HOURLY:</b>	<b>\$40,000 - \$45,000 DOQ</b>
<b>HOURS PER WEEK:</b>	<b>40.00</b>
<b>BENEFIT ELIGIBILITY:</b>	<b>Sick Time, Vacation, Personal, Holiday Pay, Health, Vision, Dental, 401A Retirement Plan<sup>1</sup></b>

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### **JOB SUMMARY**

This is a responsible supervisory work directing the operations of the Street Dept., Parks & Rec, Public Facilities and Fleet. An employee occupying this position is responsible for planning, coordinating and directing the activities of the employees engaged in maintenance and repair for these departments. Supervises the work through department leads and makes field trips to review assigned projects. Work involves the application of considerable knowledge in the varied departmental areas. Assignments are received in the form of work orders and oral instructions. The employee exercises considerable independence in carrying out division functions. Work is reviewed through inspection of completed work, conference, and review of records.

### **ESSENTIAL DUTIES**

- Plans, directs, and coordinates the field activities essential to the maintenance and general repair of streets, sidewalks, curbs, and gutters, storm sewers, vehicle repairs, city lighting systems.
- Assists in the preparation of construction designs, estimates, standards, and specifications.
- Furnishes cost estimates for proposed construction or repair jobs.
- Instructs and trains personnel.
- Maintains time reports of employees' activities; assigns employees to specific work according to their skills.
- Keeps labor and material records; prepares budget estimates and other reports.
- Confers with Public Services Director concerning planning and implementing programs of preventive maintenance as directed; monitors and reports on outside contractors regarding performance.
- Performs related work as required.

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<sup>1</sup> Employer Match of Up to 5% after 1 year of completed employment

## **MINIMUM QUALIFICATIONS**

### **Education & Experience:**

BS graduate in the engineering field preferred, but not required. Minimum three (3) years' experience in engineering and/or construction of which three (1) must be in a supervisory level or equivalent combination of training and experience. Current Florida Driver's License.

## **KNOWLEDGE, SKILLS & ABILITIES**

Extensive knowledge of the methods, practices, tools, and materials in the varied departmental areas. Ability to assign, layout, and to supervise the work of employees. Work from sketches, blueprints, and both oral and written instructions; make accurate estimates of time and materials required for building, repair, and maintenance. Must be proficient in assigning job tasks taking into consideration technical requirements, competence of workers, personalities, workloads, environmental conditions and other factors required to be accounted for to optimize yield.

## **OTHER REQUIREMENTS**

### **ESSENTIAL PHYSICAL SKILLS:**

Use of both hands and fingers. Good hand/eye coordination. Good near/far vision. Good hearing.

### **ENVIRONMENTAL CONDITION REQUIREMENTS:**

Frequent work outside during evaluation and/or inspection of work under adverse weather conditions of cold, heat, humidity, and rain.

### **WORK HAZARDS:**

During inspections, work outside on public areas under an environment of pedestrian and vehicular traffic and in close proximity to workers.

### **SAFETY EQUIPMENT USED:**

Safety vest, safety glasses, safety shoes.

### **HOLIDAYS:**

Employee may be required to work events that occur on a designated holiday.