

City of Dunedin, Florida

Class Description

JOB TITLE: Public Services Supervisor

Public Works Department

Public Services Division – Facilities Section

GENERAL STATEMENT OF JOB

Under general supervision and direction, plans, directs and supervises the personnel of the Facilities Section, including the capital replacement of assets, routine to moderately complex repair, maintenance, construction activities, and inspection of all City buildings and facilities or properties and the associated infrastructure. Ensures compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Division Director of Public Services and/or the Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Oversees all of the Facilities Section and supervises assigned personnel. Duties include short-term and long-term planning, project coordination, evaluation of effectiveness and efficiency of section operations, assigned office functions, ensuring compliance with all applicable policies, procedures, laws, regulations and permitting requirements and enforces all applicable policies and safety regulations for the protection of City staff and the public.

Supervises assigned personnel. Supervisory duties include; scheduling, instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; ensuring that employees are properly trained for work performed, acting on employee problems including counseling; and/or recommending disciplinary action, employee transfers, promotions and discharge.

Processes requisitions and orders supplies and equipment required for the section's daily tasks, ensures employees have required stock. Reviews the work of subordinates for completeness and accuracy; evaluates and make recommendations as appropriate; offers advice and assistance as needed.

Assists In developing and administering the Facilities annual operating and capital budgets.

Oversees the daily maintenance of the City's Infrastructure to ensure the safe occupation and access of buildings for employees and the public. Ingress and egress of pedestrians. Provides required preventative maintenance and repairs to the City's Facility infrastructure while providing a high level of customer satisfaction.

Coordinates activities with other sections, utilities, agencies, engineers, contractors and divisions, at all levels, as required. Keeps customers informed of project status. Plans and assigns the labor, equipment and materials required for construction, maintenance and repair projects. Ensures the availability of adequate and properly functioning equipment. Tools and materials for daily tasks assigned to section personnel.

Responds to, evaluates and reports on complaints and concerns and responds to and assists with preparation and cleanup efforts before and after natural disasters and storms as directed. Receives, inspects, investigates, building/facilities problems or issues. Responds to inquiries, concerns and complaints regarding section activities and services.

Compiles data for and prepares a variety of required reports, records and correspondence. Enters computer data; uses computer to produce routine reports, spreadsheets, and project management documentation.

Monitors and evaluations work requests, emails, HVAC computer software and issues work orders as required. Insures the proper development and use of an effective computerized work order system and distributes work orders to assigned personnel and performs timely follow up to ensure work is completed.

Schedules projects with the Division Director and Department Director. Keeps Division Director informed of any problems or issues that require immediate action.

Attends training seminars and meetings as required and arranges training for personnel as needed.

Monitors on-call rotation of staff and is required to attend certain special events as directed.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs field work in the construction of the City's facilities infrastructure. Maintains assigned vehicles, equipment and tools.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in industrial management, business, facilities management, engineering or related field with five years of experience in facilities construction and/or maintenance management. Must have two years of prior supervisory experience. Special consideration will be given to applicants who have completed or are enrolled in any of the following State of Florida recognized trades or apprenticeship programs in HVAC, electrical, or plumbing.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida Drivers License.

Must possess certification in "Maintenance of Traffic (MOT) within six months of hire date.

Required to obtain FEMA NIMS ICS 100, 200 & 300 within 12 months of employment. ICS 700 & 800 are required within 24 months of employment.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Services Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has comprehensive knowledge of the principles, theories, practices and methodologies of facilities construction, maintenance and repair management, and other fields applicable to the requirements of the position. Has knowledge and advanced skill in various trades and the principals of management of the same. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying responsible attention to detail as necessary in preparing simple records and reports. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and /or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of division budgets, and knows how to prepare and monitor budgets.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate section activities with other City divisions, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles Involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of employees. Knows how to maintain effective relationships with personnel of other divisions, professionals and members of the public through contact and cooperation

Equipment. Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Has the ability to use, operate and/or handle a variety of electrical diagnostic and mechanical equipment. Has knowledge of the methods, tools, and materials associated with the maintenance and repair of city facilities. Requires the ability to use, operate and/or handle equipment such as a computer, printer, copier, calculator, telephone, etc.; and the ability to operate, maneuver and control the actions of heavy construction equipment, hand and power tools, etc.

Verbal Aptitude: Requires the ability to use consulting and advisory data and information, as well as, reference, descriptive-and/or design data and information as applicable. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to, deal with several concrete and abstract variables, and to analyze major problems that require complex. planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort In sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semiskilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Field tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require visual, olfactory, depth, texture and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to smoke/dust/pollen, fumes, odors, wetness/humidity, electric currents, disease/pathogens, harsh cleaning agents, toxic/poisonous agents, vibrations, noise extremes, machinery hazards, traffic hazards, bright/dim light and adverse weather conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Public Works Director

4/26/23

Date