

TOWN OF ASTATULA
PUBLIC WORKS SUPERVISOR/DIRECTOR

Pay Range: Salary \$42k - \$50k DOQ

Department: Public Works

Closing Date: Open Until Filled

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Town in the management and organization of the Public Works Department of the Town of Astatula, Florida. The class is responsible for overseeing and directing the operation of the Town Public Works Department to include streets, stormwater, public lands, parks/recreation, equipment, and maintenance. This class has considerable responsibility for ensuring all programs and goals are achieved in an efficient, timely, and cost-effective manner. In addition, the class has considerable responsibility for closely overseeing and monitoring the work of subcontractors for the Town to ensure all contractual obligations for Public Works Projects are fulfilled. The class works in accordance with department directives and is expected to exercise considerable independence and initiative in the performance of job duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Accepts management responsibility for the Public Works Department.
- Directs and participates in the development, implementation, and maintenance of goals and objectives, priorities, policies, and work plans.
- Participates in the preparation of the department's budget.
- Monitors and inspects work in progress. Estimates labor, materials, and time of projects.
- Determines need for repair.
- Orders departmental supplies and equipment.
- Direct all department activities.
- Other related duties as required.

Minimum Qualifications, Experience, and Other Requirements

Applicant **MUST** have and maintain a valid Florida driver's license. Considerable knowledge of the practices, methods, techniques, and equipment used in the maintenance and repair of streets. Working knowledge in the area of parks/recreation, department policies, rules, and procedures. The ability to plan, organize, and supervise the work of others. Have the ability to estimate the time and materials needed to complete tasks. The ability to establish and maintain good working relationships with Town employees. Work on call if required.

Education

Vocational/Educational Preparation: Vocational/Educational preparation includes job-specific training and education required for entry into this job. The training and education may be acquired in a school, work, military, institutional, or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school. Requires high school diploma or General Education Degree (GED) equivalency and formal training.

Physical Ability

The position is a "hands-on" supervisory position that also requires the ability to exert light to heavy physical effort, which may involve lifting, carrying, pushing, and/or pulling of objects and materials of light to heavy weight

(80-100 pounds). Must be able to endure sustained acts of physical exhaustion including, but not limited to, walking, standing, climbing, stooping, reaching, and bending. Good finger/hand dexterity and hand/eye coordination are required.

Sensory Requirements

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

Environmental Factors

The performance of essential functions may require exposure to adverse environmental conditions. Requires work outside an office environment in various weather conditions with noise, fumes, gases, smoke or flames, odors, slippery or uneven surfaces, heights, and poor lighting. May require work inside or with moving objects or inside or with vehicles. May require work in hazardous and stressful conditions. The job risks exposure to bright/dim light, dust and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, moving machinery, electrical shock, disease/pathogens, and toxic/caustic/corrosive chemicals.

Full-time employees are offered a competitive benefits package, including paid holidays, annual and sick leave, retirement, health, dental, and other benefits.

A background check, drug screen, and medical examination will be required. The Town is a Drug-Free and Tobacco-Free Workplace.

We are an Equal Opportunity Employer and offer Veterans Preference upon initial hire per Florida Statute 295. Appropriate documentation must be submitted to establish Veterans Preference eligibility prior to the closing date of the position. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Selected applicants receiving a conditional offer of employment will be subject to a complete background check, drug testing, and a medical examination. We reserve the right to update the minimum qualifications of the position and close the position prior to the closing date.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Signature

Name (Print)

Date

Please email the application along with a copy of your resume to the Town Clerk at TownClerk@astatula.org