

STREETS OPERATIONS MANAGER

GENERAL

Work is performed under the direction of the Assistant Public Works Director or designee. This position is responsible for supervisory work in planning and directing the construction, and maintenance of streets, sidewalks and other public works projects as directed. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, prioritize, assign, supervise, and review the City Resurfacing Program.
- Establish schedules and methods for providing street maintenance services; identify resource needs; review needs with management staff; allocate resources.
- Coordinate with contractors in providing contract services, solicit and collect bids for new equipment and contracted maintenance work.
- Supervises patchwork of City streets, alleys, curbs and sidewalks.
- Plans, assigns and supervises the work of equipment operators, truck drivers, semi-skilled and unskilled laborers engaged in construction, maintenance and repair projects assigned to the street division.
- Maintains work order management records.
- Prepares periodic reports as requested or required.
- Supervises assigned office staff and activities.
- Monitors and oversees asphalt paving contract
- Monitors and oversees sidewalk installation contract
- Effectively and efficiently handles complaints from the public concerning streets, sidewalks and surface drainage problems.
- Repairs water and sewer openings in asphalt and concrete resulting from utility operations.
- Maintains all City-owned signs.
- Supervises sweeping of City streets and parking lots
- Supervises the layout and striping paints of city streets and parking lots.
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Develops and administers division budget.
- Performs related work as required by the Assistant Public Works Director or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern road and sidewalk construction and maintenance methods.
- Knowledge of the use and maintenance of modern road construction equipment, machinery, tools, etc.
- Knowledge and practice of effective supervisory techniques.
- Knowledge of NPDES regulations
- Knowledge of principles and practices of basic traffic engineering studies
- Knowledge of pertinent local, county, state, and federal laws ordinances and rules
- Knowledge of principles and practice of safety management
- Ability to develop systems and procedures related to assigned operations

- Ability to develop cost estimates for supplies and equipment
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale.
- Ability to understand, interpret and effectively carry out written and oral instructions.
- Ability to read and interpret maps, plans, sketches, schematics, diagrams and blueprints
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation
- Ability to maintain records and to prepare reports.
- Ability to interpret design drawings and maps.

MINIMUM QUALIFICATIONS

Ten years experience in the, construction and maintenance of streets, sidewalks, drainage, or similar public works facilities, with five year's experience in a supervisory capacity. A Bachelor's degree in Civil Engineering, Construction Management, or related field is desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to walk in rough construction areas, climb down into trenches..

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Revised: 04/2013 MWS/RAM
 Bargaining Unit: Non-bargaining
 FLSA: Exempt
 Classification Plan: 27N/50
 GERS: Regular Class