

City of Dunedin, Florida
Class Description

JOB TITLE: Public Services Manager
Public Works Department
Public Services Division

GENERAL STATEMENT OF JOB

Under general supervision and direction, plans, directs and supervises the personnel of the Street / Stormwater Section, Including the maintenance, repair, construction and Inspection of City Street / Stormwater infrastructure. Ensures compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Assistant Director of Public Works.

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 Street / Stormwater Section field and assigned office functions, ensuring compliance with all applicable policies, procedures, laws, regulations and permitting requirements.

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; and recommending disciplinary action, employee transfers, promotions and discharge.

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 Street / Stormwater Section's annual operating and capital budgets.

Evaluates the effectiveness and efficiency of Section operations; develops short and long-term priorities in order to meet Section goals; and enforces all applicable policies and safety regulations for the protection of City staff and the public.

Oversees the dally maintenance of the City's Street / Stormwater Infrastructure to ensure the safe Ingress and egress of pedestrians and motorists, provides permit required maintenance/repair to the City's Stormwater system while providing a high level of customer satisfaction.

Coordinates activities with other sections, utilities, agencies, engineers / contractors and divisions as required.

Determines 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 right-of-way and drainage easement complaints and concerns and responds to and assists with cleanup efforts after natural disasters and storms as directed.

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.

Receives and responds to public inquiries, concerns and complaints regarding section activities and services.

Insures the proper development and use of an effective computerized work order system and distributes work orders to assigned personnel.

Schedules projects with the Division Director.

Keeps Division Director informed of any problems or issues that require immediate action.

Attends training seminars and meetings as required.

ADDITIONAL JOB FUNCTIONS

Performs field work as required in the construction, maintenance and repair of the City's Street / Stormwater Infrastructure.

Maintains assigned vehicles, equipment and tools.

Performs routine administrative / office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, reviewing mail, using e-mail, etc.

Performs related duties as required

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in industrial management, business, engineering or related field with five years of experience in Street / Stormwater construction / maintenance management, including two years of prior supervisory experience.

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

SPECIAL REQUIREMENTS

Requires a valid Florida Class "B" CDL with appropriate endorsements.

Requires "Maintenance of Traffic / Intermediate" Certification, Stormwater Level I and Level II Technician certification.

Must obtain Roadway Apprenticeship Class "B" Certification within two years of employment. Class "A" Certification preferred. An equivalent Pavement Management Certification may be considered, or an equivalent combination of experience which equates to the certifications may be considered.

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 Manager. 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 Street / Stormwater construction, maintenance and repair management, and other fields applicable to the requirements of the position. 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.

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. 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. Has the ability to speak and understand the English language

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.

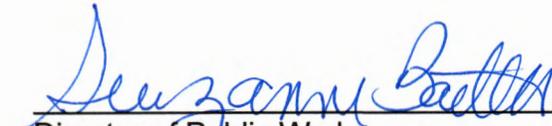
ADA COMPLIANCE

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 semi-skilled 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 adverse weather conditions, temperature extremes, wetness / humidity, strong odors, smoke / dusts / pollen, fumes, noise extremes, vibrations, machinery hazards, traffic hazards.

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.



Director of Public Works



Date