



## **TOWN OF SURFSIDE MAINTENANCE SUPERVISOR**

**DEPARTMENT: PUBLIC WORKS**

**NON-EXEMPT**

### **GENERAL DESCRIPTION:**

Supervision and coordination of the general public works maintenance activities. In addition, expected to engage in semi-skilled manual work in various public works repair and maintenance work. Work is performed under the supervision of the Public Works Director.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises the work of the maintenance crew members and assist with all required manual tasks.
2. Checks light systems, inside and outside of Town buildings as well as right of way areas.
3. Addresses residents' and merchants' questions, concerns, and service requests.
4. Coordinates crew members' leave schedules and address personnel matters such as disciplinary actions (in conjunction with the Director).
5. Orders equipment and supplies for the Division and assist with processing payments to vendors.
6. Coordinates and monitors vendor services, including excavating services, underground line repair services, pump repairs, and other required contractor services.
7. Plans, schedules, supervises and carries out preventive maintenance programs required by the Division.
8. In conjunction with the Public Works mechanic, performs preventative maintenance on Division equipment.
9. Maintains signs.
10. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
11. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Skill in the operation of maintenance tools and equipment.
- Knowledge of various trades with specific focus on repair / maintenance of facilities.
- Knowledge of basic mechanical, electrical and plumbing trade.
- Basic understanding of electrical and lighting systems.
- Basic computer skills and record control practices.
- Ability to communicate and coordinate via email and other electronic devices.
- Ability to be on call during non-working hours to address Town emergencies.
- Good customer service skills.
- Ability to perform heavy manual labor under adverse weather conditions.
- Ability to communicate effectively with consultants, contractors, and a variety of vendors.
- Supervisory skills; ability to provide clear instructions and give direction to subordinates and resolve disputes, as well as to coordinate multiple field activities.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Three (3) years of supervisory experience involving three or more subordinates; ten (10) years related manual labor experience desirable.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Moderate to heavy (45 pounds and over) lifting and carrying.
- Walking.
- Standing.
- Stooping.
- Driving.
- Equipment operation.
- Bending and kneeling.

**ENVIRONMENTAL CONDITIONS:**

- Works out-of-doors in various weather conditions with: dust, dirt, noise.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: NEW 4/10/2012; 1/27/2021; 11/17/2021

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature: 