



CITY OF BUNNELL

Job Title:	Supervisor	Job Category:	Maintenance
Department/Group:	Public Works	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As Needed
Level/Salary Range:		Position Type:	Full Time; subject to recall for emergency work
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: bunnellhr@bunnellcity.us Fax: 386-437-7503 Attention: HR Department RE:		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>Under direction, the purpose of this job is to supervise crew members doing street construction, preventative maintenance and repair work to ensure safe, productive and time efficient accomplishment of departmental operations. Employee functions at entry management level and is responsible for ensuring the safety and quality of City transportation roadways, and efficiency of related systems. Position is responsible for ensuring all work adheres to all prescribed established safety standards, building codes and regulatory requirements applicable to the work. Performs work as directed.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Duties:</p> <ul style="list-style-type: none"> • Supervises, trains and evaluates street maintenance crews. • Ensures safe and productive use of equipment utilized in associated repair work. • Trains and directs subordinates in the use, care and maintenance of tools and equipment. • Identifies and reports any detected deterioration, repair and maintenance needs to Street Superintendent. • Evaluates road conditions and submits recommendations for corrective measures. • Interprets job assignments to staff under charge and assigns duties to crews of varying sizes and skills. • Establishes and adjust work procedures to meet schedules. • Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment. 			



- Plans and coordinates sidewalk repair and street maintenance projects at various sites.
- Analyzes and resolves work problems and assists workers in solving problems.
- Maintains current participates in sidewalk repair projects.
- Operates a variety of construction equipment and tools.
- Knowledge of materials and equipment used in street maintenance work.
- Monitors productivity and work flow of crews under charge.
- Ensures adherence to established deadlines and maintenance and repair schedules.
- Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions.
- Operates a variety of construction equipment and tools.
- Operates various standard hand-held manual, electrical, and gas powered tools and equipment.
- Operates a variety of specialized trade specific tools and equipment.
- Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, plumbing and carpentry.
- Ability to function in severe weather conditions and ability to respond to hazardous/risky situations and direct mitigation efforts in emergencies.
- Performs related duties as directed.

Knowledge/Skills/Abilities:

- Ability to effectively supervise a staff comprised of entry and journey level staff engaged in carrying out street maintenance work.
- Ability to understand, follow and provide written and oral instructions.
- Ability to read and write.
- Ability to perform basic arithmetic.
- Ability to read blueprints and shoot grades.
- Must be organized with ability to complete and follow through on paperwork in a timely manner.
- Must have computer skills and the ability to communicate via email.
- Ability to read and write English.
- Ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of the methods, tools, equipment and necessary safety precautions used in street maintenance and repair work.
- Considerable knowledge of current codes and regulatory standards governing street maintenance and repair.
- Ability to operate basic manual and electric hand tools, e.g., hammer, screwdriver, skill saw, power drill, wrench. Level, pliers.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time.
- Ability to withstand exposure to dust, mold fiberglass and various chemicals.
- Ability to operate vehicles and some light equipment, e.g., forklift, tractor, trucks.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to access, operate and maintain various software applications.
- Ability to read, update and maintain various records and files.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships with management.
- Ability to work cooperatively with employees and the general public.

Educational Requirements:

- High School or GED, supplemented by a minimum of five (5) years progressively responsible experience in



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and with heavy equipment including but not limited to backhoe, front end loader, excavator, skid steer, etc., sidewalk repair, street maintenance projects, and the ability to perform labor intensive work within difficult environmental conditions to include frequent lifting, pulling and pushing of 50 pounds; or an equivalent combination of education, training and experience.

Professional Licenses:

- Must possess a valid Florida Driver’s License
- Prefer possession of a valid Florida Class “A” Commercial Driver’s License

Work Environment:

- While performing the functions of this job, the Employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity.
- Incumbent is regularly exposed to possible bodily injury from electrical shock, falling from exposed places, and moving mechanical parts of equipment, tools, and machinery.
- The incumbent is regularly required to lift, move or carry objects over 100 pounds, ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.

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

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	