

TOWN OF LAKE PLACID, FLORIDA
CLASSIFICATION TITLE: PUBLIC WORKS FOREMAN

To be considered for this outstanding career opportunity applicants must submit an application with detailed information in each section of the application: Education, Work Experience, Certificates and Licenses, and Skills. Resumes may be attached but will not be accepted in lieu of a complete, detailed application.

PURPOSE:

Under direction from the Public Works Director, direct, manage, supervise and coordinate the activities and operations of the Public Works Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

CLASS CHARACTERISTICS:

This class has a supervisory level of authority for positions within the Public Works Department classifications. Incumbents are responsible for the planning, organization and supervision of the various activities of the Department, as may be assigned by the Public Works Director. Incumbents will also be expected to work with departmental personnel to ensure activities are completed in an efficient and effective manner.

ESSENTIAL FUNCTIONS STATEMENT: Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees may perform the essential functions of the job. Individuals may perform other duties as assigned.

Essential Functions (Illustrative Only):

- Assume management responsibility for various services and activities of the Public Works Department.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

- Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Oversee various parks and street maintenance activities including the fabrication and maintenance of street signs and lighting, playground and sports field maintenance and landscaping district maintenance activities.
- Inspect public works facilities and infrastructures; visit work sites to monitor progress and quality of work performed, provide direction, and assists in resolving problems encountered in the field.
- Recommend the purchase of equipment and assist in the development of specifications; requisition supplies and materials as necessary.
- Participate in construction management,
- Participate in construction management, inspection, quality control and contract administration of municipal improvement projects; ensure projects are completed on time and within budget.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Public Works Department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison for the Public Works Department with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Public Works Director.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Oversee Oak Hill Cemetery maintenance, burial markings, monument markings, plot sales and record keeping.
- Perform related duties as required.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Principles and practices of various City maintenance activities.
- Principles and practices of public works administration.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent Federal, State and local laws, codes and regulations related to the Public Works Department

Ability to:

- Oversee and participate in the management of the Public Works Department.
- Oversee, direct and coordinate the work of lower-level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Oversee various parks and street maintenance activities including landscaping.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Read and interpret complex building plans, specifications and building codes.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Operate office equipment including computers and supporting software applications.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

REQUIREMENTS:

Education and Experience:

- Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to the completion of the twelfth grade and five (5) years increasingly responsible work experience in construction or maintenance work with at least two (2) years of administrative and supervisory responsibility.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class E Florida driver's license. (CDL preferred)

Physical Demands:

- Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking for prolonged periods of time; operating motorized equipment and vehicles.

Environmental Elements:

- Work is performed both indoors and outdoors with travel to various locations within the Town of Lake Placid; exposure to inclement weather conditions, noise and dust.

Other Job-Related Requirements

- Disaster Essential. Must be available to work during disasters such as hurricanes.

Employment Type: Full-Time