

PUBLIC WORKS OPERATIONS FIELD MANAGER

Job Code	Pay Grade
16878	SM6

Nature of Work

This is responsible supervisory, technical, and administrative work managing the maintenance, repair and construction of roads and bridges, as well as mosquito control and aquatic weed programs for Pinellas County. An employee in this class organizes, directs, plans and coordinates supervisory, skilled, and semi-skilled employees involved in asphalt construction, concrete construction, equipment utilization, laboratory testing, stormwater management, right of way concerns, permitting, etc. With the county split geographically into two areas, an employee in this class may be assigned to either the north or south district to perform assigned duties. Duties also include section budget preparation and administration; service and maintenance needs assessment; projecting cost estimates; scheduling projects; and the evaluation of completed maintenance and repair activities.

Minimum Qualification Requirements

- 4 years of progressively responsible professional experience in the design, construction or maintenance of roads, bridges or other Public Works projects (or 8 years field experience in road construction in a supervisory capacity handling large groups of construction personnel and equipment) that includes 1 year of supervision; or
- Associate's Degree in construction management or closely related field and 6 years experience as described above; or
- Bachelor's Degree in Civil Engineering or directly related to civil engineering and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assigns, supervises, coordinates, directs, reviews and assesses the work of supervisory, skilled and semi-skilled employees engaged in the maintenance, service, and repair of roadways, bridges, mitigation ponds, and stormwater control.
- Reviews construction plans for in-house or contracted projects.
- Responds to the professional engineering community to resolve problems about maintenance, laboratory testing, engineering studies, permitting, subdivision acceptance, and bonding; receives and responds to inquiries and complaints from the public, takes appropriate action as required.
- Determines and orders or requisitions materials and equipment to facilitate repairs.
- Writes performance evaluations, handles employee complaints and grievances, recommends the hiring, termination and promotion of staff.
- Responsible for an effective emergency call out schedule, and safety program for the division.
- Prepares project cost estimates and long range goals for system replacements.
- Performs related work as assigned or required.

PUBLIC WORKS OPERATIONS FIELD MANAGER (continued)

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Knowledge, Skills, and Abilities

- Knowledge of modern developments, principles and practices of all phases of Public Works construction, maintenance, inspection, stormwater, drainage engineering.
- Knowledge of the occupational hazards and safety precautions pertaining to work operations.
- Knowledge of the materials, methods, practices and equipment used in the repair and maintenance of roads, bridges, and drainage and stormwater systems.
- Knowledge of the use and care of all types of Operations, Mosquito Control and Aquatic weed equipment, instruments, materials and supplies.
- Ability to plan, organize, and supervise the work of a countywide activity and a large staff of personnel.
- Knowledge of State permitting requirements from Fla. Dept. Of Environmental Protection, Southwest Florida Water Management District, Army Corp of Engineers, etc.
- Knowledge of human resource management.
- Ability to apply computer applications and software.
- Ability to manage simple to moderately complex road and drainage systems and to facilitate and control the construction of these projects.
- Ability to read and interpret a variety of blueprints, schematics drawings, plans and specifications.
- Ability to make detailed technical inspections.
- Ability to diagnose, locate and correct problems.
- Ability to give legal testimony effectively.
- Ability to communicate effectively, both orally and in writing, with employees, citizens, and the news media.

For official use only

Revised	EEOC Code	Overtime Code	Type
5/08	1	C	E