

SENIOR PUBLIC WORKS OPERATIONS FIELD MANAGER

Job Code	Pay Grade
16879	SM5a

Nature of Work

This is responsible supervisory, technical and administrative work managing the maintenance, repair and construction of roads and bridges, as well as related departmental functions found in two Operations Road Maintenance Districts and the Traffic Signal Shop, the Sign Shop, and the Sidewalk Management and Roadway Beautification programs. An employee in this class organizes, directs, plans and coordinates supervisory, skilled, and semi-skilled employees involved in asphalt construction, concrete construction, sign installation, traffic signals, etc. Duties also include budget preparation and administration; service and maintenance needs assessment; projecting cost estimates; scheduling projects; and the evaluation of completed maintenance and repair activities. The employee in this class serves as third in charge of the Public Works Operations Department in the absence of the Director and Assistant Director.

Minimum Qualification Requirements

- 8 years of progressively responsible experience in the design, construction and maintenance of roads, bridges or other Public Works projects including management/budget responsibilities (or 8 years field experience in road construction in a supervisory capacity handling large groups of construction personnel, management/budget responsibilities) that includes 1 year of supervision and management; or
- Associate's Degree 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, sign fabrication and installation, electronic traffic signal devices.
- Directs employees who are responsible for scheduling, supervising and directing traffic signalization projects or complex bench repair work and the inspection, maintenance and repair of traffic signal systems and components and county drawbridges.
- 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.

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Knowledge, Skills, and Abilities

- Knowledge of modern developments, principles and practices of all phases of Public Works construction, maintenance, inspection, drainage engineering.
- Knowledge of the principles and practices of electronics and electricity.
- Knowledge of methods, practices, techniques, materials, tools and equipment pertinent to installation, maintenance and repair of electronic and electro-mechanical traffic signal systems and controls.
- Knowledge of the principles, practices, methods, materials, equipment and tools used in the construction of traffic signal control intersections and installation of traffic signals, control equipment, electrical lines and interconnect systems.
- 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 systems.
- Knowledge of the use and care of all types of operations, electronic traffic signal 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 Florida Department of Environmental Protection, Southwest Florida Water Management District, Army Corp. of Engineers, etc.
- Knowledge of the principles and practices of human resource management.
- Ability to manage simple to moderately complex road and drainage systems and to facilitate and control the construction of these projects.
- Ability to apply computer applications and software.
- Ability to read and interpret a variety of blueprints, schematics drawings, plans and specifications.
- Ability to make detailed technical inspections.
- Ability to diagnose, analyze 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.

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Revised	EEOC Code	Overtime Code
5/08	Officials & Managers	Exempt