



**OPERATIONS SUPERVISOR – PUBLIC WORKS
FULL-TIME (40 HOURS PER WEEK); EXEMPT
\$77,000 - \$96,000 DEPENDING ON QUALIFICATIONS
OPEN UNTIL FILLED**

POSITION SUMMARY:

Performs highly responsible and complex supervisory, administrative, and technical work in managing the daily operations of the Public Works Department, primarily focused on the management of other people, and requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish Town goals.

POSITION SCOPE:

This is a technical level position and essential personnel position.

This position is responsible for ensuring the effectiveness of Facility Management, Storm Water (NPDES MS4 inspection recording and reporting), Water and Sewer Operations, Streets and Parkways Operations, Causeway Operations (mechanical drawbridge manning and maintenance), the upkeep and maintenance of landscaping throughout the Town and the maintenance and overall supervision of six (6) Town Parks. Emphasis is placed on the incumbent being highly self-motivated and work towards improving operations with sound work methods and project completion schedules. Supervision is exercised through subordinate management staff, over several technical, skilled, and unskilled employees. Work is performed with wide latitude for the exercise of initiative, independent judgement, and professional knowledge and skills in accordance with general policies established by the department director and Town policies. The incumbent is held responsible for the professional management of assigned responsibilities and attainment of Town goals and objectives, and performs related work as required.

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of tasks performed within this classification. 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.

- Plans, organizes, supervises, reviews, and coordinates the activities of subordinate management staff within various divisions of the department to ensure compliance with Town policies, codes, procedures, rules, and regulations.
- Plans, develops, and reviews division budgets with the finance director, assistant town manager, and town manager, and assures compliance with budgeting requirements.
- Meets with various departments to receive input to plan and define the nature, scope and objectives of proposed division projects, and requests and assists in the preparation of cost estimates and project design of in-house departmental projects.
- Develops work plans and reviews and approves technical approaches to assignments and monitors work of departmental projects to ensure compliance with Town standards.

- Prepares and reviews reports, and departmental policies as directed, to develop master schedules and monitoring of the progress and quality of work of various divisions programs and special event projects.
- Provides technical advice and supervisory assistance to ensure effective operation of divisions.
- Conducts regular discussion meetings to maintain departmental policies regarding technical and administrative courses of action.
- Provides both verbal and written reports to the department director and staff on a regular basis concerning the operations, possible solutions to problems and recommended courses of action.
- Makes recommendations regarding hiring, discipline, promotion, and termination of division personnel.
- Works closely with other government agencies (DERM, Miami-Dade County, local municipalities), and private utility companies (FPL, AT&T, Atlantic Broadband, etc.).
- Periodically attends public hearings and Town Council meetings to assist in keeping the public properly informed.
- Directs the completion of special research projects such as assessment of departmental needs and efficiency and productivity of operations and develops long-range plans for special projects.
- Reviews and evaluated work methods and procedures and meets with management staff to identify and resolve problems.
- Assesses and monitors departmental workload, identifies opportunities for improvement, and implements changes.
- Selects, trains, motivates, and evaluates personnel; provides/coordinates staff training; works with employees to correct deficiencies; makes recommendations regarding discipline and termination.
- Oversees and participates in the deployment and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university in Engineering, Business or Public Administration, Construction Management, or related field, with major coursework in construction or civil engineering supplemented by six (6) or more years of progressively responsible professional/public works experience, including at least three (3) years of supervisory experience in the operation and maintenance of various public works activities.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements. Must possess a valid Florida driver license and maintain a satisfactory driving record throughout employment.

Licenses and/or Certifications:

Incumbent must possess a FWPCOA Storm Water Level "B" certification, or higher, or obtain such certification within six (6) months of hiring. Must possess a FDEP Class III Water Distribution System Operator Certification, or the ability to obtain such certification within one (1) year of hiring. Must possess National Incident Management System (NIMS) certification for Public Works or obtain such certification within one (1) year of employment.

Special Requirements:

Possession of a valid Class "E" Florida driver's license is required. Must provide a copy of your seven (7) year driving history profile obtained from the DMV or Courthouse ONLY. The driving history profile must not be older than 30 days. No internet copies will be accepted.

Knowledge, Skills, and Abilities:

- Extensive knowledge of supervisory principles and practices.
- Extensive knowledge of hazards encountered and safety precautions to be taken when performing duties within the department.
- Extensive knowledge in the use of AutoCAD software for drafting accurate plans for execution.
- Extensive knowledge of ArcView web-based software to manage the Town's Geographic Information system
- Advance knowledge of fleets, streets, facilities, storm and sanitary sewer distribution systems and potable water, or the ability to obtain such certification within one year of hiring.
- Advanced knowledge of project management and contract administration principles and practices.
- Advanced knowledge of and the ability to read and write plans and technical drafting specifications.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to operate a computer using Microsoft Office products (Word, Excel, and Outlook) and applicable organizational software.
- Ability to read, analyze, and interpret program-related laws and regulations and establish necessary work processes and procedures.
- Ability to establish and maintain effective and cooperative working relationships with those contacted throughout the courses of work.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to delegate, manage, and supervise effectively.
- Ability to communicate effectively verbally and in writing.
- Ability to organize work for timely completion.
- Ability to deal effectively with the public.
- Good knowledge of recent developments, current literature, and sources of information in the public works field.
- An understanding of civil engineering as applied to the operation of public works activities.
- Ability to supervise directly and through subordinate superintendents (foremen) in a manner conducive to full performance and high morale.
- Ability to exercise considerable judgement and discretion in establishing, applying, and interpreting departmental policies and procedures.
- Ability to establish to establish and maintain effective working relationships with subordinates and superiors.
- Ability to prepare and submit comprehensive on operational and administrative matters.
- Ability to interpret detailed engineering plans and drawings.
- Ability to implement various divisional programs and procedures and to evaluate their effectiveness.
- Ability to estimate costs in terms of labor, supplies and equipment.
- Possess the ability to perform all duties.

Physical/Environmental Requirements:

- Job tasks are regularly performed inside; however, because of the nature of this position, tasks may involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50

pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

Sensory Requirements:

- Tasks require sound and visual perception and discrimination, and some require oral communications ability.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

E-VERIFY: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

LEVEL 2 BACKGROUND: Must submit and pass a Level 2 background screening prior to date of hire.