

**FIELD OPERATIONS SUPERINTENDENT  
JOB DESCRIPTION**



<b>JOB TITLE:</b> Field Operations Superintendent	<b>CLASSIFICATION:</b> Officials/Administrator	<b>IMMEDIATE SUPERVISOR</b> Director of Public Works
<b>PAY GRADE:</b> 131	<b>DEPT:</b> 4100 Public Works	<b>STATUS:</b> <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT <u>NON-BARG UNIT</u> BARG UNIT

**JOB SUMMARY:** Performs a variety of administrative, supervisory, and skilled tasks in the maintenance and operation of Village roads, bridges, sidewalks, drainage structures, building, grounds, canals, open spaces and right-of-way.

**SUPERVISION EXERCISED:** Forman I, Irrigation Technician, Spray Technician, General Maintenance Worker I and II, various contract work throughout Village.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages and supervises assigned operations to achieve goals within available resources
- Provides necessary supervision, direction and assistance to crews at work sites. Enforces policies, regulations and safety and health standards. Distributes personal safety equipment/uniforms to staff as needed.
- Develops written standard operating procedures for work tasks, determines best work procedures.
- Plans and organizes daily/weekly workloads and staff assignments and expedites workflow. Issues written and oral instructions; assigns duties and examines work exactness and conformance of Village policy and procedures.
- Trains, motivates and evaluates assigned staff, correcting and documenting deficiencies and making recommendations for progressive discipline if needed; reviews progress and direct changes as needed.
- Provides leadership and direction in the development of short and long range plans; prepares data for reports and recommendations, assists in the coordination of department activities with other department and agencies as needed.
- Communicates official plans, policies, memorandums or announcement to staff.
- Assures that assigned areas of responsibility are performed within budget; prepares annual budget requests and assures effective and efficient use of budgeted funds.  
Prepares and submits payroll, approves personal leave and overtime requests and coordinators staffing coverage with Department Head. Adjusts schedules and work to accommodate for call outs and absence of staff.
- Assists in the recruiting, selection, interview and hiring of staff.
- Performs cost control activities, monitors expenditures in assigned area to assure sound fiscal control; Assists in projecting needs for equipment, materials and supplies. Prepares estimates and bids, places orders for machinery, equipment, supplies and contracted services as needed.

- Performs training as needed/required for safety, new equipment or for new employees. Assigns staff to train one another as needed. Monitors and ensures all staff are completing required ICS training.
- Periodically checks all equipment and vehicles are being maintained, properly cleaned, and secured.
- Investigates accidents/injuries to property or liability claims called in with regard to sidewalks, rails, bridges, roadway, grass and shrub areas, etc.
- During Pre and Post declared emergency events, prepares all roadways, water drainage system, etc. for event.
- During a severe weather event, is available to survey roads and clear debris with staff for emergency vehicles and damage assessment.
- Trained in FEMA/ICS/NIMS

#### **OTHER DUTIES:**

- Responds to emergency calls and citizen complaints
- Makes decision on-site in the absence of the Director
- Performs other related duties assigned

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### Education and Experience

- High School Diploma;
- Prefer Public Works Certification or the ability to get within one (1) year of employment, and at least five (5) years progressively responsible field and supervisory experience in roadway and grounds maintenance
- Any related combination of training

##### Knowledge, Skills, and Abilities

- Ability to establish effective working relationship with employees, supervisors and the public
- Ability to understand, follow, and effectively communicate both verbal and written instructions.
- Ability to work independently and to complete daily activities according to the work schedule
- Considerable knowledge of the principals, practices and techniques of building, grounds and roadway maintenance, or a related field.
- Considerable knowledge of aquatic vegetation treatment and plant identification
- Considerable knowledge of equipment/tools, materials and supplies used in building, grounds, and roadway maintenance. Experience in the operation and routine maintenance of moderately heavy and heavy equipment
- Considerable knowledge of first aid and applicable safety precautions
- Ability to prepare labor and material cost estimates to complete various projects.
- Ability to read and interpret tests, gauges and meters.
- Ability to prepare operational reports.

#### **SPECIAL REQUIREMENTS:**

- Valid Florida State Driver license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period, no more than 6 violation points on license within the last 24 months.
- Advanced Intermediate MOT license or ability to get one within one (1) year.
- Florida Department of Environmental Protection - Stormwater Operator Level 2, or ability to get certification within two (2) years of hire.
- Florida Department of Agriculture and Consumer Services Public RUP Applicator License – Right-of-Way Pest Control, or ability to get license within three (3) years of hire.
- Florida Department of Agriculture and Consumer Services Public RUP Applicator License – Aquatic, or ability to get license within three (3) years of hire.
- OSHA Training on Hazardous Materials/Spill Response

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel, or operate tools, objects, or controls, be able to rotate neck, and reach overhead with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl in performing light manual labor and drive a vehicle for job site inspections or meetings.

The employee must be able to exert up to 5 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, and must be able to lift and/or carry up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires motor coordination and manual dexterity as well as the ability to inspect items for proper size/shape and to differentiate between shades of color.

**TOOLS AND EQUIPMENT USED:**

Computer, calculator, tablet, cell phone, camera, laserfiche, copier, scanner, maps, blueprints, GIS, telephone, and commonly used heavy equipment and vehicles at Public Works.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and is exposed to hot, wet, and/or humid conditions, cooler outside temperatures, possible toxic or caustic chemicals, wet or slick surfaces, and unpaved or uneven grounds such as work sites or grassy areas. The noise level in the work environment is generally quite while in the office, and moderately noisy or loud when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training, and experience; oral interview and reference check, DMV and criminal check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION HISTORY:**

Created: 09-29-02

Revised: 10-18-08

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