



CITY OF DeBARY, FLORIDA

Employee Job Description

PUBLIC WORKS/STORMWATER OPERATIONS MANAGER

Department:	Position #113	Exempt:	Yes
Reports To:	Public Works Director	Pay Grade/Wage:	110
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under direct and general supervision of Public Works Director performs requires knowledge and experience of streets and stormwater maintenance and vegetation and landscape maintenance. This is a field supervisor position responsible for oversight of the Stormwater and Right-of-Way divisions to include daily operations and the planning, organizing and supervising of people and projects. While this position is primarily responsible for streets and surface water system maintenance, the Public Works department also oversees Facilities Maintenance as well as supports other City initiatives.

JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

DUTIES & RESPONSIBILITIES:

- Plans, organizes, prioritizes, directs, manages and implements standards for the construction, maintenance, and repair of the City's streets and stormwater collection infrastructure.
- Manages, coordinates, and participates in developing work schedules; monitors work flow and project progress.
- Plans, organizes work, supervises and evaluates the performance of staff, ensures appropriate training is provided, participates in sensitive personnel matters, ensures safety of staff and work sites.
- Manages and coordinates work teams working on construction and maintenance of City's rights-of-way and stormwater systems.
- Participates in budget development, ensures work performed is done according to scope of service and in alignment with Finance purchasing policies and procedures. Participates in the purchasing of goods related to proper execution of stormwater and public works projects.
- Coordinates departmental activities with other departments and outside agencies and organizations.



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- Facilitates equipment/fleet purchases and replacement decisions. Participates in developing specifications for equipment.
- Prepares for, and responds to emergency situations and plays a key role in the City's emergency management response.
- Maintains and assists in safety of self and other crew members by observation of traffic and vehicular movement.
- Supervises stormwater division in maintenance and performs inspections of stormwater systems.
- Assists in facilities maintenance duties as required.
- Performs other related duties and functions as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's degree from an accredited college or university in civil engineering, construction management, or related field and three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES & REGISTRATIONS:

Must possess and maintain a valid Florida driver license; Stormwater Level 1, Level 2 and Florida Stormwater Inspection Certification is required, or the ability to obtain within three (3) years, Maintenance of Traffic Certification is desired.

KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.



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WORK ENVIRONMENT/ADA:

Physical Ability: The physical demands and work environment 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 regularly required to use hands to finger, handle, or feel objects, tools, or controls and talks or hears. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors: While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Employee Signature

Employee Printed Name

Date