

**MAJOR FUNCTION**

This is responsible supervisory work in the construction, maintenance and repair of stormwater management facilities, enclosed storm sewers, open drainage conveyances and related public works projects. Work may also involve the maintenance of facilities and equipment. Work is performed under the general administrative direction of the Manager-Public Works Operations and is reviewed through reports, meetings and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs and reviews the work of Maintenance/Construction Chiefs and foremen involved in the construction, repair, and maintenance of City storm drainage systems, structures and stormwater management facilities. May coordinate capital projects and other department/division projects. Provides managerial oversight for the planning, assignment and supervision of the work of equipment operators, truck drivers, semi-skilled and unskilled laborers engaged in construction, maintenance and repair projects assigned to street drainage unit. Reads and checks blueprints for accuracy in related construction projects. Investigates complaints from and responds to the public concerning storm drainage problems. Monitors project costs and schedules and prioritizes projects. Provides managerial oversight for the National Pollution Discharge Elimination System (NPDES) inspection and documentation compliance. Recommends the selection, placement, promotion, transfer, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Trains new employees. Performs related work as required.

**Other Important Duties**

Attends meetings and keeps necessary records on employee attendance, disciplinary action, payroll and construction projects. Prepares reports as required. Prepares related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the modern storm sewer construction and maintenance methods. Considerable knowledge of the use and maintenance of modern civil engineering project construction equipment, machinery, tools, etc. Considerable knowledge of effective supervisory techniques. Ability to plan and supervise the work of others. Ability to understand, interpret and effectively carry out written and oral instructions accompanied by construction plans. Ability to record and to prepare reports. Knowledge of standard tools, materials, methods and practice of trade area(s) assigned. Skill in the use of microcomputers and the programs and applications necessary for successful job performance. Knowledge of the NPDES program. Working knowledge of Occupational Safety and Health Administration regulations.

**Minimum Training and Experience**

Successful completion of sixty (60) semester hours or ninety(90) quarter hours at a community college or university and six years of experience that includes the construction and maintenance of drainage systems or similar public works facilities; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

**Necessary Special Requirements**

Must Possess a Florida Department of Environmental Protection Qualified Stormwater Management Inspector card at time of appointment.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

Must obtain the Intermediate Maintenance of Traffic Certification issued by the Florida Department of Transportation within six months of appointment and maintain this certification as a condition of continued employment in the position.

When designated, must obtain the Florida Department of Environmental Protection Qualified Stormwater Management Inspector Certification within twelve months of initial appointment and maintain this certification as a condition of continued employment in the position.

Must obtain ICS 100,200,300,400,700,800 certifications required by Federal Emergency Management Agency within twelve months of appointment and maintain these certifications as a condition of continued employment in the position.

Established: 02-20-13