

MARION OAKS HIGHWAY SUPERINTENDENT

MAJOR FUNCTION

This position will direct all highway maintenance personnel and maintenance operations of highway facilities within the Marion Oaks subdivision. Work includes ensuring adherence to directives and administrative requirements of the director.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Direct subordinates in daily highway maintenance activities, assigning tasks and ensuring their completion.
- Performs minor surveying and design necessary for road improvement and maintenance.
- Determine maintenance needs of equipment in order to keep them operating without breakdown.
- Purchase the needed parts to repair equipment, and document all purchase.
- Respond to and resolve complaints from local citizens.
- Instruct subordinates in the fundamentals of highway surveying including the necessary mathematics to determine quantities.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

MARION OAKS HIGHWAY SUPERINTENDENT

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Associates Degree or equivalent from two-year college or technical school; with three years highways maintenance and construction related experience, including experience in the practical and administrative aspects of the work, a portion of which shall be acquired in a lead worker or supervisory capacity; or an equivalent combination of education and experience.

Licenses.

Possession of a valid Florida Driver License

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

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

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, and to calculate amount of material used for maintenance jobs.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

MARION OAKS HIGHWAY SUPERINTENDENT

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data. May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities.

- Knowledge of methods and techniques of highway maintenance, including knowledge of surveying design, and construction methods.
- Ability to prepare specifications for road construction, including materials and quantities needed.
- Ability to communicate tactfully and effectively with coworkers, subordinates, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a light truck, and other road maintenance equipment in order to accomplish tasks.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stoop, kneel, crouch or crawl, and to lift up to fifty pounds; will regularly be required to stand, walk, and sit; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear. Special vision requirements include close and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, this employee will occasionally be required to be exposed to vibration; will regularly be required

MARION OAKS HIGHWAY SUPERINTENDENT

to work near moving mechanical parts; and will frequently be required to work in outdoor weather conditions. The typical noise level for this environment is loud.

Established: 10/99

Pay Grade: 15

Job Description Number: 1151

Category: 1

Status: E

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