

CONTRACT MAINTENANCE & TRAINING SUPERVISOR

MAJOR FUNCTION

This is a technical position related to the roads maintenance and repair functions required by Marion County involving those areas of assigned function. Such areas may include, but are not necessarily limited to, mowing, trimming, drainage, storm-water, flood control, utilities, traffic control, and road projects. Additional work assisting with assessing, planning, developing, coordinating, and implementing technical training programs.

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.

- Performs field review and inspection of assigned projects and maintenance programs on County Roadways or Right-of-Ways.
- Coordinates and assists in the preparation of contract documents, permitting, agreements, and related documentation.
- Assists, participates, and coordinates public meetings, contractor meeting, consultant meetings, and other meetings related to functional area and projects or programs under charge.
- Monitors and approves completed maintenance and or construction of assigned projects and assists roads staff in the production of overall maintenance routes and planning of County Roads and Right-of-Way programs and projects.
- Receives and evaluates citizen and business complaints; coordinates the correction of such problems when within assigned area or forwards to appropriate staff.
- Conducts field reviews of complaints and inquiries to analyze areas in question and provide information related to necessary corrective measures.
- Conducts field reviews of completed projects to ensure adherence to established standards, plans, specifications, and related requirements.
- Prepares regular status reports on progress of maintenance programs or projects. Maintains documentation related to other aspects of the work, such as citizen and business inquiries and complaints.
- Conducts research and investigation related to assigned projects and functional area of responsibility. Documents findings and forwards reports/recommendations to proper staff.
- Conducts and performs work site inspections.
- Reviews and researches safety equipment, tools, equipment and materials used in road construction and maintenance. Makes purchasing recommendations.

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- Participates in accident/incident investigations. Acts a department liaison with the bureau's safety manager.

SECONDARY FUNCTIONS

- Assists in identifying and recommending safety compliance training, education, and development of policies and procedures based on federal, state, and local laws, rules, codes and regulations.
- Assists in recommending, designing, developing, and coordinating the implementation of performance-based safety and training programs in response to specific divisional requests or needs.
- Assists in developing and maintaining operating policies and procedures related to safety and training.
- Assists in coordinating and conducting training.
- Assists in coordinating and developing training curriculums and lesson plans.
- Assists in coordinating safety and technical training programs with division management and other division and departments as necessary.
- Assists in assessing effectiveness of occupational safety and technical training efforts. Evaluates effectiveness of interventions or solutions through participant feedback, test instruments, and reports.
- Assists in developing and maintaining content and format of training records.
- Assists in preparation of occupational safety and training reports.
- Assists in the development, coordination, and administration of the training certification program.
- Assists in monitoring and analyzing accident/incident injuries, damage, and overall associated costs.
- Assists in monitoring and analyzing technical training costs and associated benefits.
- Performs other duties as assigned.
- Assists in annual budget preparation for safety and training issues.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public, contractors, and other County employees. Personal contact occurs with other employees of the unit,

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employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct and indirect supervision over a limited staff, occasionally functions as a lead worker for a small group of employees in the absence of a designated lead position. Position is responsible for reviewing the work product of others and ensuring compliance with safety procedures. Additionally provides guidance, advice, direction and assistance to others on work assignments as necessary.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Associate Degree from accredited college or university in a related field, a minimum of Five years experience in road construction or maintenance with two years supervisory experience and two years experience in contract inspection or safety; or an equivalent combination of education and experience.

Licenses.

Possession of a valid Florida Class B CDL, Class A with endorsement preferred.
FDACS Public Right-of-Way Pesticide Applicators License preferred
FDACS Public Health Mosquito Control License

Certifications

Hazardous Material (40 hour)
Maintenance of Traffic (MOT) Intermediate
National Incident Management System (NIMS) IS-700
Occupational Safety and Health Administration (OSHA) Trainer Instructor Cert preferred
CPR

Or the ability to obtain within 12 months.

JOB SKILLS

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

Language Skills

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, safety rules, operators manuals, procedure manuals, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to write routine reports and correspondence.

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- Ability to speak effectively one-on-one with customers, and employees of the organization.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to interpret complex and detailed technical data.
- May assist in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.
- Ability to identify a problem, analyze the problem and determine a best course of action or solution to resolve the problem.

Specialized Skills and Abilities

- Knowledge of urban and rural engineering standards and specifications for design and construction.
- Ability to evaluate and monitor construction or maintenance programs or projects, systems and related facilities.
- Knowledge of permitting requirements of other regulatory agencies; knowledge of overall planning for county-wide engineering requirements and maintenance programs.
- Strong organizational skills. Ability to analyze and prioritize data. Ability to meet multiple deadlines.
- Ability to evaluate maintenance problems in the field, make determinations whether or not there are feasible solutions and, if so, then select and implement the most cost effective

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solution.

- Thorough knowledge of Marion County codes.
- Ability to deal courteously and effectively with the public.
- Ability to communicate clearly and concisely.
- Ability to establish and maintain effective working relationships with employees.
- Ability to remain calm in stressful situations.
- Familiar with federal, state, and local laws, rules, codes and regulations related to occupational safety and industrial training.
- Familiar with teaching and training techniques, methods, theories, and procedures.
- Knowledge of occupational hazards and safety methods, programs, policies, procedures, and safety equipment used in road construction and maintenance work.
- Ability to maintain records, create comprehensive reports, and assist in the preparation of budget proposals.
- Ability to analyze situations, draw conclusions, and make recommendations both orally and in writing.
- Familiar with principles and practices of public administration.
- 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 computer, blueprint machine, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as various equipment used in the field e.g. basic survey instruments, hand augers, and other tools of the trade in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to walk, climb, balance, stoop, kneel, crouch or crawl, and lift up to fifty pounds; will regularly be required to stand, sit and lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, talk or hear, and taste or smell. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

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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, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration. The employee will be regularly exposed to outdoor weather conditions. The noise level for this environment is moderate.

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