City of Bradenton
Job Descriptions

Job Title: Supervisor – Landscape & Grounds

Date Prepared:	June 1, 2015
Department/Location:	Public Works & Utilities – Public Works Section – multiple divisions
FLSA Status:	Non-exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	Crew Chief (as applicable) and Technical staff
Supervision Received:	Superintendent and Section Manager-

General Purpose of the Position: The purpose of this intermediate level supervisor position is to provide second-level administration and management to skilled and unskilled laborers. Supervises crew members assigned to a variety of activities in support of the city's public works infrastructure and operations; oversees various installation, repair and maintenance activities; ensure the integrity of the systems for the protection of public health.

Essential Duties and Responsibilities:

- Perform any and all duties and responsibilities of subordinate staff when appropriate.
- May act as Interim Superintendent in Superintendent's absence; relay information from upper management to Crew Chiefs (as applicable) and technical staff.
- Ensure safety of subordinates, work crews and the surrounding public.
- Authority to make simple customer service decisions outside of normal or standard guidelines; authority to negotiate with moderately dissatisfied/irate/difficult customers.
- Coordinate multiple crew operations on multiple jobs. Organize and oversee work over a larger geographical or technical area then Crew Chief (as applicable).
- Interpret general work instructions into specific work assignments; review the work of subordinates to ensure quality and completeness.
- Approve equipment and material purchase orders; perform equipment inventory.
- Perform employee performance evaluations; approve timesheets, vacation and sick leave; recommend disciplinary actions and other employee activity.
- Make hiring and discipline recommendations to the Superintendent.
- Discuss personnel issues with employees; answer grievance issues within mandated time frames in an effort to solve problems; notify Superintendent of operation and personnel issues.
- Performs related work as required.

Skills and Physical Abilities Required:

- Apply and instruct others in the application of governing laws, rules, safety procedures and regulations.
- Communicate effectively in oral and written form.
- Plan, assign, and coordinate the work of multiple employee units (crews) engaged in duties of a technical nature or field work.
- Ability to provide, as appropriate, those skills and physical abilities expected of subordinate staff.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio and all equipment and tools required for subordinates. Required to drive non-CDL vehicles. Although not required, may operate CDL vehicles if properly licensed. Safety equipment is provided.

Education and Experience Required: High school diploma or GED equivalent. Five (5) years of experience in public works or utilities with at least two (2) years as a Crew Chief (as applicable) or equivalent experience. Good driving record and valid Florida driver's license.

Environmental Conditions: Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to twenty-four (24) hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position but is helpful.

Pay Grade: 114 **Salary Range: Minimum:** $16.03/hour **Maximum:** $24.05/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director _____ **Date** 12-29-16

Human Resource ~~**Director**~~ Manager _____ **Date** 1/11/17

*Updated 12/23/2015
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