



Superintendent

EEO Class Code: First/Mid Offs & Mgrs.

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park

Job Description

Department: Public Service

Supervises: Stormwater & Wastewater Crew Leader, Roads & Streets Crew Leader, and Parks Crew Leader

Position Reports To: Assistant Public Service Director

Sworn: No

Job Specifications

NATURE OF WORK

The position of Superintendent will be responsible for supervision of all stormwater, wastewater, roads and streets, and parks and recreation activities. This position will oversee and establish work priorities and assignments for all Town maintenance and special construction projects. The employee is responsible for monitoring and ensuring project completion by providing supervision and guidance to area leads and work crews; prioritizing and estimating time and costs; developing, recommending, and implementing modifications or revisions to existing operating procedures and performance standards.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Superintendent include but are not limited to:

- Direct and assist in the operations, maintenance and repair of the Town's wastewater and stormwater systems.
- Ensure that storm drains are cleaned on an annual basis in accordance with the State of Florida Department of Environmental Protection; and maintain accurate logs of stormwater cleanings.
- Ensure that the stormwater and wastewater stations are in proper working condition and receive regular preventative maintenance.
- Supervise roads and streets repairs such as asphalt work, beautification, trash removal, sanitation and recycling services, street signs installation and repairs, median maintenance, facilities painting, tree trimming, landscaping, median irrigation, and any other roads and streets general maintenance.

- Certify that all stormwater, wastewater, roads & streets, and parks and recreation equipment, pumps, utility vehicles, and any other field work inventory are in operational order and conduct repairs as needed.
- Maintain a log of all Public Services field work inventory.
- Responsible for ensuring all the preventive maintenance programs for all vehicles and equipment such as pumps, generators, tractors, mowers, and lawn maintenance equipment.
- Responsible for monitoring that lake levels are maintained within permit regulations.
- Procure public services materials and supplies as needed; obtain proposals based on procurement regulations.
- Establish and maintain harmonious relationships and excellent communication with Town officials, employees, and the public.
- Perform field inspections, address safety issues, and ensure compliance with safety regulations, enforcing all policies and procedures.
- Prepare regular reports on operations and project timelines.
- Generate work orders and assisting in maintenance plan creation and implementation.
- Obtain proposals, establish a relationship with, and supervise all outside vendor activities and work related to the Public Services Department.
- Perform regular maintenance of the Town Hall such as basic air conditioning maintenance, painting, patch work, basic electrical and plumbing, and any other minor construction projects.
- Effectively analyze situations and adopt an effective course of action.
- Work independently with little direction.
- Train and provide work direction to others, coach and mentor peers and subordinates.
- Assign and review the work of subordinates.
- Host regular meetings to ensure coordination between all public services maintenance divisions.
- Conduct emergency preparedness activities in the event of a natural or man-made disaster, and serve as essential personnel for before, during, and after the disaster including relief and clean-up efforts.
- Responsible for assisting the Public Services Director in assigning job duties during the event of a natural or man-made disaster.
- Responsible for escalating issues and concerns to the Assistant Public Services Director with a dotted reporting line to the Public Services Director.
- Provide counseling and issue disciplinary actions as needed to field personnel.
- Responsible for the overall upkeep and maintenance of Town facilities, parks, roads, and utilities.

KNOWLEDGE, SKILLS AND ABILITIES

The Employee demonstrates considerable knowledge and is guided by the principles of personal and professional integrity; community engagement; equity and inclusion; staff effectiveness; and personal resiliency and development. The employee is also expected to lead by example and demonstrate the highest level of ethics.

The Employee is expected to have:

- Exceptional attention to detail.
- Outgoing, positive personality who enjoys leading teams and developing the skills of subordinates.
- Excellent interpersonal communication and collaboration skills.
- Personally motivated, ambitious, and committed self-starter.
- Proficiency in basic computer navigation.

As well as knowledge of:

- Materials, methods, practices, tools, and equipment used in maintenance and construction.
- Occupational hazards and safety regulations.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Operation of various tools, equipment and machinery used in maintenance and repair work.
- Best management practices of pesticide and herbicide applications.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent.
- Five (5) years of supervisory experience supervising wastewater and stormwater, roads and streets, and parks and recreation maintenance operations.
- Five (5) years of experience in a journey-level craft or engineering field, including three years as a lead supervising journey-level craft trade.
- Thorough knowledge of the methods, materials and techniques used in different trades associated with building maintenance.
- Must possess a valid Florida Driver's License.
- Florida Stormwater Inspector Certification (Preferred).
- Florida Stormwater Management Certification (Preferred).
- Florida Wastewater Collection System Operator Level C or higher required or must be obtained within a year of job placement.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of supplies and materials may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- The employee is subject to working inside and outside environments including extreme hot and cold weather.
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work weekends for special town events, projects, activities, and emergencies.