



Job Description

Right of Way Maintenance Supervisor

Pay Grade: G08

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: (3) years of ground maintenance experience or an equivalent combination of education/training and experience.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Recreation.

Direct Supervisor: Grounds Maintenance Manager

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Work is performed primarily outdoors where exposure to chemicals (including insecticides, herbicides, and cleaning supplies) is typically encountered while performing duties in all weather conditions. Some projects may involve working at heights of twelve (12) feet or more.

Certification: Possession of a valid State of Florida driver's license. Possession of a valid Florida Restricted Pesticide Certification (within 12 months). Maintenance of Traffic (MOT) Certification (within 6 months).

Job Summary: Skilled supervisory work in planning and maintaining the City Right of Way areas and other Grounds Maintenance work. Work is performed under the general direction of the Grounds Maintenance Manager.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervises crew on maintenance of a variety of grounds and Right of Way areas; performs mowing, weeding, tilling, raking, digging, and other manual labor tasks.
- Duties may include driving City van to Department of Corrections Facility and picking up work crew.
- Installs turf, seeds, and top dressing on grounds.
- Helps maintain equipment and facilities.
- Oversees the litter control functions.
- Installs, repairs, and maintains irrigation systems.
- Makes daily written and oral reports.
- Attends meetings both internal and external.
- Trains, supervises, and evaluates subordinates.
- Requisitions materials, supplies and equipment.
- Prepares plans and cost estimates for R.O.W improvements.
- Develops and implements operating procedures and safety program for work area.
- Performs other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Knowledge of maintenance and installation of turf and landscaping materials.
- Knowledge of proper use and safe handling of pesticides, fertilizers, etc.
- Knowledge of tools and equipment to do related work.
- Knowledge of grounds keeping practices and principles.
- Knowledge of irrigation system operations and repairs.

Skills

- Strong written and oral communications and relational skills.
- Operation and preventative maintenance of equipment and related tools.
- Planning, organizing, and implementing special activities.
- Follow and relay complex oral and written instructions, policies and procedures.

Abilities

- Ability to perform heavy manual labor under various weather conditions.
- Ability to train, lead, and supervise others effectively.
- Ability to follow written and verbal instructions.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.



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- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date