



Job Description

Stormwater and Streets Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of five (5) years of related experience in the environmental and stormwater infrastructure field, preferably in the public sector in a management capacity. An additional five (5) years of experience may be substituted for education requirement.

Minimum Education Requirements: Bachelor's Degree in construction or related field.

Department: Utilities.

Direct Supervisor: Grounds Maintenance Supervisor.

Supervisory Responsibility: Direct (10); Indirect (x)

Primary Work Location: Work is performed primarily in outdoors.

Certification: Valid State of Florida driver's license, Florida Stormwater Association Stormwater Operators Level II Certification required (within 12 months), Florida Department of Transportation Intermediate Maintenance of Traffic (MOT) Certification required (within 6 months of hire), and Florida Department of Environmental Protection Stormwater Erosion and Sedimentation control Inspector required (within 6 months of hire).

Job Summary: A responsible supervisory position managing and overseeing the Stormwater and Streets Divisions.

Essential Job Functions

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

- Supervise the day-to-day operations of the Stormwater and Streets Division.
- Administer all aspects of the City's Streets and Stormwater programs.
- Supervise the Stormwater and Streets Division's personnel by issuing written and oral instructions.
- Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Provide project management for stormwater capital improvement projects from concept to completion.
- Supervise the preparation of grants, procurement of contractors and execution of work for maintaining the City's stormwater conveyance system and transportation network.
- Assist in the development of the Stormwater and Streets Division's capital improvement priorities and annual budget.
- Respond to drainage, water quality, sidewalk, and street inquiries, recommend solutions and coordinate the implementation.
- Manage and coordinate the implementation of the City's Notice of Intent and Annual Reports.
- Gather, interpret, and prepare data for studies, reports, and recommendations.
- Coordinate stormwater activities with other departments/divisions.
- Assist in the preparation of ordinances and resolutions as directed.
- Attend various City Council, Board, and Committee meetings as necessary.
- Frequent interaction with the public and respond to resident and business complaints.
- Perform 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

- Occupational hazards as they relate to health and safety of employees in the Stormwater Division.
- Applicable federal, state, and local laws pertaining to stormwater and the environment.
- Drafting methods and techniques.
- Construction methods and techniques related to stormwater infrastructure.
- Regulations, rules, statutes, and administrative codes relative to stormwater management systems.
- Surveying methods and techniques.
- Supervision, training, and motivation methods and techniques.
- Contract and project management.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer software, printer, calculator, fax, typewriter, and copier.

Abilities

- Analyze stormwater/water quality related problems, identify alternatives, develop recommendations, and implement solutions.
- Conduct research and compile comprehensive reports.
- Apply sound judgment.
- Communicate tactfully and effectively with subordinates, other City employees, and the general public.
- Schedule, supervise, develop, train, and evaluate employees.
- Prepare and administer an annual divisional operating budget.
- Works in all weather conditions and may be exposed to dust, dirt, noise, chemicals, motorized, moving equipment, electricity and uneven surfaces.
- Work may be performed in and around water, below ground level. and in confined spaces.

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. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.



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- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- 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.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- 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.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- 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.
- 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.
- Talking 2: Shouting in order to be heard above ambient noise level.
- 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