

DUTIES:

- Creates and oversees implantation as well as provide leadership for the maintenance department for all City properties, facilities, vehicles and equipment to ensure they are safe and working at all times and a capital plan for future purchases. Will need to complete an introductory orientation program. Work involves the responsibility for directing all phases of municipal public works, including storm sewers, fleet maintenance, public municipal facilities and road maintenance. Must maintain and fulfill the guidelines of the Public Works Policy and Procedure Manual to include but not limited to the Clean Marina Standards, Heritage Tree Program, Marina Pump out Procedures, and monthly requirements.
- Ensures preparedness for all City events, festivals, and public activities where the involvement of the PWD is necessary; oversees cleanup and documentation after such events.
- Order and maintain supplies for all City facilities.
- Oversees ongoing training and implantation of appropriate safety practices by PWD employees with Safety Coordinator.
- Develops specifications and bid documents for a variety of public works designs, construction and maintenance projects and grants; recommends contract awards and requests for proposals.
- Performs a key role in emergency management situations including restoration of City services, debris removal, and contract management.
- Attends City Commission meetings as needed.
- Supervises Public Works Department employees.
- Additional Duties to be assigned as needed.

SKILLS:

Ability to operate office equipment. Ability to read and understand City Ordinances and City Resolutions. Basic carpentry and other construction related skills. Ability to operate heavy machinery such as backhoes, bobcats, and mowers. Ability to perform facilities maintenance. Ability to follow oral and written instructions accurately and efficiently. Ability to work with and assist the public in a pleasant, efficient, positive, & courteous manner. Knowledge of City programs and initiatives.

QUALIFICATIONS:

High School Diploma or acceptable equivalency. Class E Driver's License. Must have a clean driving record. A current driving record will be kept on file for review. Minimum one-year general maintenance experience. Minimum two years supervisory experience.

EMPLOYMENT CLASSIFICATION:

City Official appointed annually by the City Commission.

WORK ENVIRONMENT:

Sometime in typical office environment. Significant outside work required. Tasks may include exposure to potential physical harm, dangerous machinery, infectious diseases, hazardous chemicals and extreme weather conditions. May be required to move heavy objects. Assigned City maintenance vehicle during working hours. Must have a clean driving record. A current driving record will be kept on file for review. City requires drug testing and a physical examination prior to employment and random drug testing thereafter. Requires regular attendance at meetings outside business hours. Salary position.

*This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. As a small city, Cedar Key utilizes a teamwork approach. All personnel are expected to learn the department functions necessary to continue effective City operations. Cross-training to accomplish this goal is necessary as directed.