

EMPLOYEE JOB DESCRIPTIONS

Revised April 13, 1999
Re: Ordinance 5-99

PUBLIC WORKS DEPARTMENT - GENERAL

ALL employees in the Inglis Water Department, Maintenance and Roads and Bridge Departments operate under the direction of the Public Works Supervisor. As such, the following requirements and specifications apply to all employees of the Public Works Department:

1. All employees in the Public Works Department shall agree to be cross-trained whenever possible. These employees may be required to accept and carryout assignments in other job descriptions which fall under the direction of the Public Works Supervisor, i.e., may be required to read water meters, etc.
2. All employees in the Public Works Department shall be capable of lifting a weight of 50 pounds to a height of 4 feet, and shall be able to climb a ladder to a height of 30 feet. All employees must be able to sit while operating equipment for up to four (4) hours at one time.
3. All employees in the Public Works Department shall be required to undergo a physical examination upon employment. All employees shall be required to voluntarily submit to drug testing upon employment, and on random occasions during term of employment.

Examining Doctors or Agencies will be selected by the Town of Inglis and all costs related to the examinations and testing will be borne by the Town of Inglis. Refer to the Ordinance relating to a "Drug Free Workplace" for further details.

PUBLIC WORKS SUPERVISOR

Under the administrative direction of the Town Commission and the Mayor, the Public Works Supervisor is responsible for all employees and operations of the Public Works Department, including all Water Department activities and maintenance, as well as street and grounds maintenance.

Typical responsibilities of the Public Works Supervisor are as follows:

1. Plans, schedules, directs and reviews the assigned work of Public Works employees, via reports, observation of work in progress, and/or completed projects.
2. Purchases supplies, materials and equipment. Coordinates the delivery of material and services with contractors and vendors.
3. Prepares and submits periodic reports to, and advises the Town Commission with regard to the status of various Town projects.
4. Responds to citizen inquiries and complaints regarding any Town service performed by any Public Works employee.
5. Directs the development, administration and review of department budget, and exercises control over all expenditures. Prepares the budget, and evaluates the need for, and recommends to the Town Commission the addition of new Public Works employees and equipment, etc.
6. Works in close cooperation with other Town departments, assists with special Town projects, and performs other work as required by the Town Commission.

This position calls for the use of considerable independent judgment and discretion with regard to the daily operation of the Public Works Department. This employee is required to have the ability to effectively manage and motivate a wide range of employees with varying skills and backgrounds, as well as the ability to deal tactfully with the public.

Minimum Qualifications: High school diploma, supplemented by five (5) years of progressively responsible work experience in a division of Public Works, or a closely related private sector business; an equivalent combination of training and experience may provide the required knowledge and skills. Knowledge of principles of engineering as applied to municipal activities; knowledge of principles, techniques, and the equipment used in modern public works projects. Knowledge of environmental studies and impact on public works. Knowledge of Town streets and application of this knowledge to maintenance and repair. Knowledge of the government budgetary process.

EMPLOYEE JOB DESCRIPTIONS

Revised April 13, 1999
Re: Ordinance 5-99

MAINTENANCE WORKER I

Minimum Qualifications: High School diploma, or G.E.D. Some experience in general maintenance work. May substitute two (2) years of experience for two (2) years of education at the high school level. Must have valid Florida driver's license.

Typical Duties: Performs manual work including mowing grass, trash pick-up, cleaning

Town buildings, patching streets, and related duties as assigned. May set up tables and

chairs for meetings, open and close buildings for security, deliver supplies and messages. May perform semi-skilled and unskilled jobs involving maintenance repair

and construction tasks. May clean grounds, install signs or unload trucks.

Performs

other related duties as required.

Note: All employees in the Water Department, and the Maintenance and Roads and Bridge Departments work under the direction of the Public Works Supervisor and are subject to the requirements and specifications stated at the beginning of the Public Works Department section of this Manual.