

# City of DeFuniak Springs

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[www.defuniaksprings.net](http://www.defuniaksprings.net)

## **JOB NOTICE – INTERNAL ONLY MAINTENANCE SUPERINTENDENT – PUBLIC WORKS (MAINTENANCE) DEPARTMENT**

**Post Date: November 23, 2021**

**Close Date: December 2, 2021**

**FLSA Status:** Exempt

**Starting Pay Range:** 50,299.79-86,515.64 DOQ

### **Job Summary:**

Under the general direction of the Public Works Director, this position is responsible for all employees and activities of the Maintenance Department and performs highly responsible, professional, administrative, technical, regulatory, marketing, planning, managerial and supervisory work. Responsible for directing the day-to-day operations and all activities of the City's facility maintenance, fleet maintenance, and cemetery maintenance with significant role in personnel administration and employee relations. Work is performed with considerable professional and managerial independence within general policy guidelines.

### **Essential Job Functions:**

See attached job description.

### **Required Qualification(s):**

Bachelor's degree or eight (8) years of progressively responsible public works/maintenance experience or a closely related field. Requires a valid driver license. CPR certified or ability to obtain certification.

### **Preferred/Desirable Qualification(s):**

Master's Degree. Two (2) years' experience in a management/administrative capacity. Prior governmental experience.

### **Special Requirement(s):**

May require additional licenses and certifications such as Class A CDL, Maintenance of Traffic (M.O.T.) Certification, and traffic signal certification.

*An equivalent combination of education, training and experience may be substituted for the minimum requirements.*

Applications may be obtained by visiting the City's website at [www.defuniaksprings.net](http://www.defuniaksprings.net) or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

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## City of DeFuniak Springs – Maintenance Superintendent

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**FLSA STATUS:** Exempt  
**SUPERVISORY STATUS:** Supervisory

**DEPARTMENT:** Maintenance  
**REPORTS TO:** Public Works Director

### **JOB SUMMARY:**

Under the general direction of the Public Works Director, this position is responsible for all employees and activities of the Maintenance Department and performs highly responsible, professional, administrative, technical, regulatory, marketing, planning, managerial and supervisory work. Responsible for directing the day-to-day operations and all activities of the City's facility maintenance, fleet maintenance, and cemetery maintenance with significant role in personnel administration and employee relations. Work is performed with considerable professional and managerial independence within general policy guidelines.

### **ESSENTIAL JOB FUNCTIONS:**

***The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.***

- Plans, directs, and coordinates the activities of the Maintenance divisions, including facilities, fleet and cemetery.
- Plans, schedules, directs, and reviews the work of the department through personal observation of work in progress and inspection of completed projects.
- Manages after-hours reporting or on-call personnel.
- Organizes and directs all emergency preparations, operation, and demobilization efforts related to maintenance.
- Responds to citizen's inquiries, complaints and service requests performed by the department relative to City policies and procedures.
- Assists with administering the City's Public Awareness Plan regarding maintenance.
- Schedules and assigns construction, maintenance, and repair of the City's maintenance system, including facilities, fleet, and Magnolia Cemetery.
- Oversees maintenance of the City's facilities and fleet and reports its condition.
- Implements and reviews preventative maintenance programs for the maintenance system.
- Supervises work in progress, inspects, and test materials and components installed by staff to insure proper installation, functionality, and operation.
- Responsible for performing and documenting condition assessment of City facilities, fleet, cemetery and related areas.
- Performs significant role in the development, administration and review of the departmental budget and exercises control over expenditures.
- Prepares the budget request(s) for the department to be submitted to the Public Works Director and administers the adopted budget.
- Supervises and monitors purchasing activity, contract negotiations, and performs cost analysis of equipment, supplies and commodities used by the City.
- Responsible for department requisitions and expenditures and coordinates the timely delivery of materials and services with contractors and vendors.
- Prepares reports, evaluates department needs and formulates short- and long-range plans to meet those needs.
- Develops, plans, and projects short and long-range goals, capital improvements as well as the repair and maintenance of the City's transportation system.
- Interacts with contractors and various regulatory agencies, both state and federal.
- Recognizes deviations from established regulatory standards and ensures corrective actions are initiated to maintain compliance and safety standards.
- Maintains liaison with applicable agencies, including county, state, and federal.
- Establishes standards, plans, schedules, and procedures for operating and maintaining the City's maintenance system.

- Assesses the need for consultant services and recommends accordingly; represents the City's interests in overseeing and evaluating consultant recommendations.
- Participates in development review process, as required.
- Recruits, selects and supervises employees within the Division as well as presides over and participates in personnel matters within the Department including making recommendations for employee salary increases, transfers, promotions, and discipline or discharge of employees.
- Enforces City rules, regulations, policies and procedures, and ensures work is performed in accordance with established safety rules and in compliance with city, county, state, and federal laws and ordinances.
- Assists in formulation of policies applicable to bargaining unit employees and preparation for conduct of collective bargaining negotiations as requested by the Public Works Directors and City's negotiation team.
- Administers City policies and procedures and collective bargaining agreements, as applicable.
- Conducts employee evaluations and assists in training City staff as need.
- Ensures the instruction and training for staff in methods and procedures of the maintenance department.
- Ensures proper safety standards and precautions are followed including the use of PPE's (**P**ersonal **P**rotective **E**quipment).
- Maintains attendance and time keeping records including authorizing leave for the department.
- Organizes and oversees ongoing training programs and monitors operator qualifications.
- Assists the Public Works Director in the preparation and review of engineering plans and specifications, bidding, project management, or capital projects.
- Serves as project manager or coordinator for special activities as assigned by the Public Works Director.
- Maintains time, material, work order and equipment records.
- Must be highly self-directed and self-motivated.
- Completes and submits reports in relation to the department as required.
- Participates in and completes special projects as required.
- Participates on committees and with events as needed.
- Attends City meetings and workshops as required.
- Works in emergency situations and conditions as required.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the City.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of City maintenance system.
- Knowledge of state and federal regulations affecting City maintenance system.
- Knowledge of job safety hazards and procedures as applied to O.S.H.A.
- Knowledge of management principles and supervisory practices.
- Knowledge of budgetary development, administration and control.
- Knowledge of equipment, tools, and supplies required to accomplish all operations.
- Knowledge of public relations and communications principles and practices.
- Knowledge of office management, personnel, financial, and administrative practices.
- Knowledge of computers and job-related software programs.
- Strong supervisory and leadership skills.
- Skilled in operation of Microsoft Office computer programs and other office equipment.
- Skilled in creating ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Skilled in establishing and maintaining effective work relationships and communicating in a positive and respectful manner with City staff, officials, other government and private agency officials, and the general public.
- Skilled in managing multiple projects and deadlines.

- Skilled in organization, including attention to detail.
- Ability to exercise independent judgment with minimal oversight in performance of position job functions or responsibilities that are not of a routine, clerical or ministerial nature.
- Ability to demonstrate initiative and creativity in coordinating tasks and projects.
- Ability to collect and analyze information, to interpret policies and other materials, and to assist in the development of workable solutions.
- Ability to manage and prioritize routine, specialized, and complex assignments and problems.
- Ability to demonstrate flexibility and cooperative attitude when faced with change.
- Ability to develop and manage an accurate record keeping system.
- Ability to be flexible and change job priorities at a moment's notice.
- Ability to communicate effectively verbally and in writing with staff, City Officials, and the public.
- Ability to work harmoniously with a diversity of individuals both inside and outside the City offices.
- Ability to organize and supervise the work of others and give clear verbal instruction to employees.
- Ability to make sound professional judgment based on department needs and cost effectiveness.
- Ability to operate motor vehicle to drive to training centers or various departments as necessary.
- Ability to travel occasionally for meetings, training, or career development.

### **QUALIFICATIONS, TRAINING AND EXPERIENCE:**

#### **Required Qualification(s):**

Bachelor's degree or eight (8) years of progressively responsible public works/maintenance experience or a closely related field. Requires a valid driver license. CPR certified or ability to obtain certification.

#### **Preferred/Desirable Qualification(s):**

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#### **Special Requirement(s):**

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*An equivalent combination of education, training and experience may be substituted for the minimum requirements.*

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

***The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.***

#### **Physical Demands:**

Required to operate a vehicle and/or equipment. Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch. Must be able to perform inspections in the field.

#### **Work Environment:**

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the City at meetings, in various professional associations, or for training and career development. May be subject to dust, heat, and physically dangerous areas while working in field or during construction operations. May be exposed to vehicular traffic or high exposed places. May be subject to insects, snakes, rodents or spiders.

**This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_