

CITY OF ROCKLEDGE

JOB DESCRIPTION

TITLE: CONSTRUCTION MAINTENANCE COORDINATOR

DEPARTMENT: PUBLIC WORKS

GENERAL DESCRIPTION:

Responsible supervisory work through the Supervisor in the construction, maintenance and repair of streets, sidewalks, buildings, storm drainage water and sewer and related public works projects. Work is performed under general direction of the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Formulates work plans for streets, building, and water and sewer construction. Initiates work orders and follows through to completion.
2. Visually inspects work in progress.
3. Initiates maintenance programs.
4. Coordinates personnel for special events. Evaluates personnel.
5. Purchases materials and supplies.
6. Monitors budget and assists with budget preparation.
7. Compiles reports and requests for information.
8. Attends various meetings.
9. Checks and responds to citizen complaints. Takes telephone complaints.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of minimum standards for roadway construction.
- Knowledge of minimum standards for traffic engineering.
- Knowledge of manual and uniform traffic control designs.
- Knowledge of basic storm water sewer construction.
- Knowledge of plan reviews.
- Ability to read blueprints.
- Ability to administer day-to-day activities of personnel.
- Ability to respond to citizens complaints and/or inquiries.
- Ability to work with government and private agencies.
- Skill to communicate orally and in writing.
- Skill at budget control and effective personnel relations.
- Administrative leadership skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. At least seven (7) years experience in the construction and maintenance of streets or similar public works facilities with some experience in a supervisory capacity.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Walking
- Standing
- Driving
- Equipment Operation

ENVIRONMENTAL CONDITIONS:

- Works inside
- Works outside in various weather conditions
- Uneven surfaces
- In or with moving vehicles

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)