

**MAJOR FUNCTION**

This is skilled supervisory work overseeing one or more crews performing construction activities for the City Parks and Recreation Department's Parks Construction Unit. Incumbents must be thoroughly knowledgeable of the Parks system infrastructure, as they are often the first contact for customers and other citizens who are impacted by their work. Performs some of the more difficult construction tasks, operates heavy equipment on job sites. Supplies records and data for engineering professionals during project design. Position incumbents are responsible for providing on-the-job-training and orientation to staff supervised. Moderate decision-making responsibilities require the incumbent to exercise some discretion and independent judgment. Work is performed under the general supervision of the construction supervisor and is reviewed through observations, inspections and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Consults with Construction Supervisor for special directions in reference to immediate projects. References drawings, blueprints, GIS data, specifications and work orders as necessary to ascertain scope of work required. Based on these critical factors, plans, schedules and coordinates work activities for construction crews to meet production standards and maximize use of resources such as equipment, materials and supplies. Coordinates directly with contractors and building officials to obtain necessary permit approval for work completed, either by in-house crew or outside contractors. Obtains necessary materials and supplies for current jobs and places special orders for "hard-to-get" or back-ordered materials and supplies. Ensures that unused materials and supplies are accounted for and returned to inventory. Enforces safety precautions for the protection of assigned crew, the environment and the public. Performs or takes the lead in performing the more difficult construction tasks, such as pouring and finishing concrete, erecting structures, installing playgrounds and structural and/or finished carpentry. Operates and maintains heavy equipment, such as excavators, backhoes, front-end loaders, 2-ton crew trucks and 12-yd. tandem dump trucks. Responds to and investigates citizen concerns related to applicable parks construction activities. Makes referrals to other areas as is applicable. Ensures that applicable notice is given to public for planned construction work that impacts them. Completes other administrative tasks such as recordkeeping and basic reports relative to material use, purchasing, equipment maintenance, etc. Provides on-the-job training to new employees and supports career progression efforts as applicable. Keeps accurate time and work records. Completes performance evaluations for assigned personnel. Serves on selection panels and makes recommendations for hire. Performs other related work as required.

**Other Important Duties**

Recommends development and training opportunities for supervised staff and coordinates staff's attendance to insure uninterrupted workflow. Performs special assignments, as needed. Works on call, after hours and during emergencies, performing as assigned. Performs related work as required. Performs other clerical duties in the division as requested

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of site development, land grading for construction and drainage, ballfield construction, building construction, playground installation and concrete pouring. Considerable knowledge of the operations of trucks, trenchers, backhoes, laser levels and other equipment used in this work. Ability to instruct others in the use of tools and equipment and the occupational hazards of the work. Ability to take charge in emergency situations and maintain control until relieved by management. Ability to establish and maintain effective working

relationships, as necessitated by the work. Ability to understand and transmit oral and written instructions and to read working diagrams, GIS data, sketches and blueprints. Ability to prepare simple reports and keep accurate records. Physical strength and agility sufficient to work outdoors under adverse weather conditions. Skill in the operation of computers and the related programs and applications necessary for successful job performance

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and seven years of experience at a highly skilled level in a related major construction trade.

Necessary Special Requirements

For designated positions assigned to this class, a Florida Department of Transportation (FDOT) Maintenance of Traffic Basic or Intermediate certification may be required at the department director's discretion.

For designated positions assigned to this class, must complete and maintain required internal training, including PPE, confined space, fall protection and trenching and shoring courses, which are offered by the City of Tallahassee Safety Office. Courses from another provider may be accepted on a case by case basis.

For designated positions assigned to this job classification, must possess a valid Class E State driver's license at the time of appointment, and obtain a Class "A" State Commercial Driver's License (CDL) with endorsement(s) within 6 months from the date of appointment, as a condition of continued employment.

Established: 06-07-21