

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Speak clearly and concisely before groups. (Daily)
Effectively assign and supervise personnel. (Daily)
Effectively conduct studies and investigations. (Daily)
Confer with City Manager to ascertain basic administrative policy and to coordinate action on matters which City Commission has requested. (Daily)
Effectively communicate orally and in writing. (Daily)
Exercise sound judgment in decisions and interpretations. (Daily)
Maintain and exhibit discretion and integrity at all times when handling confidential data. (Daily)
Maintain and apply knowledge of current equipment, materials, policies, practices and regulations relative to public works system operations. (Daily)
Maintain and apply knowledge of current intergovernmental relations as they affect public works operations. (Daily)
Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit, stand, climb ladders, negotiate uneven surfaces

Stooping/Bending: Frequently

Stand/Sit: Sit about 85 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability

Manual Dexterity: Frequently operates precision equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL FUNCTIONS:

Inside/Outside: Work inside 75 percent of the time

Cold/Heat: Controlled 75 percent of the time

Wet/Dry: Controlled 75 percent of the time

Noise/Vibrations: Equipment noise 10 percent of the time

ENVIRONMENTAL DEMANDS OF ESSENTIAL FUNCTIONS CONTINUED:

Hazards: Limited exposure to chemicals

Fumes/Dust/Odors: Limited exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, printer, copy machine, adding machine, calculator, telephone and two-way radio.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.