

# CITY OF LEESBURG

**JOB TITLE: ROAD MAINTENANCE SUPERVISOR**

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**Reports To: SUPERINTENDENT**

**Department: MAINTENANCE**

**Non Exempt**

**August 8, 2025**

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## **SUMMARY :**

Performs a variety of supervisory and technical tasks within specific areas such as streets, storm, and parks. Plans, prioritizes, staffs, assigns, schedules, organizes, coordinates, oversees, supports and evaluates the operation the City's maintenance crews. Ensures adherence to federal, state and local laws, regulations, policies and guidelines. Evaluates, recommends and implements system maintenance, repairs and improvements. Responds to emergencies on a 24-hour basis.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

- Plans, prioritizes, and implements individually and through subordinates, the construction, installation, renovation, maintenance and repair of city infrastructure;
- Performs work and ensures the work of others is performed in accordance with sound safety practices and proper work methods or procedures;
- Inspects work in progress and upon completion; may perform installation, maintenance and repairs.
- Supervises skilled and semi-skilled maintenance and support staff; recommends personnel actions; provides technical direction and assistance; schedules staff; assigns and prioritizes work; set goals; reviews performance; takes or recommends disciplinary actions; conducts staff meetings; works with crew and senior management staff to identify and resolve problems.
- Participates in the selection and evaluation of performance of staff within the section.
- Provides or performs technical training; identifies and screens work with staff to correct deficiencies; recommends and implements corrective action including discipline.
- Trains staff in safe and proper work methods; certifies completion of equipment operator training; identifies and screens training opportunities.
- Assesses the condition of streets, sidewalks, storm water systems, parks and/or City facilities; identifies and prioritizes repairs needed; oversees assessment programs.
- Responds verbally and in writing to routine and non-routine inquiries from the general public while in the field; investigates and responds appropriately to citizen complaints or requests for work; makes determination of responsible party; ensures prompt follow-up to requests and refers major complaints to assigned supervisor.
- Reviews, prepares and maintains records; reviews and creates work orders; prepares reports.
- Provide taps and stub outs for connection to sanitary sewer service for new residences.
- Ensure Standard Operating Procedures of Maintenance Department are followed properly.
- Performs other duties as needed, assigned or required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of all assigned staff.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** -High school graduate and five (5) years' experience in the operation and maintenance of public infrastructure systems, and two (2) years supervisory experience; or an equivalent combination of education and experience. Good and valid driving record.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with other employees and general public. Knowledge of: Methods and techniques of installation, maintenance, operations and repair of streets, storm drain system, and/or parks depending on work area; Methods and techniques of maintenance, inspection and emergency repair programs; Methods and techniques of installation and maintenance of utilities and landscaping; Motorized and hand tools and equipment used in assigned work area; Occupational hazards and standard safety practices and procedures; Construction skills; Heavy equipment operation techniques; Safe use of pesticides depending on work area; Plant and pest identification methods and techniques depending on work area; Policies, functions and responsibilities, operations, and objectives of the City; Pertinent federal, state, and local laws, codes and regulations depending on work area; Public, and customer relations skills. Ability to: Troubleshoot problems and resolve non-routine maintenance and repair issues; Interpret, apply, explain, develop and implement standards, policies, regulations and procedures; Read and understand as-built drawings, specifications, and contract documents; Select, supervise, train and evaluate assigned employees; Be aware of occupational hazards and utilize standard safety practices; Operate a computer and utilize applicable software; Ability to respond to emergencies on a 24-hour basis; Supervise the operations, services and activities of the section; Develop, implement and administer goals, objectives and procedures; Operate personal computers and utilize applicable software; Prepare and present written and verbal reports; Communicate effectively, in oral and written form; Establish and maintain effective working relationships with supervisor, subordinates, City employees, other department supervisors and managers, contractors and developers, vendors, and the general public

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles performing heavy manual labor. Visual acuity to operate vehicles and equipment.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of 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 functions. Work is performed both indoors and outside. Outside work requires exposure to varying weather and terrain conditions, hazardous traffic conditions, noise, fumes, odors, gases, and air and blood borne pathogens; exposure to moving equipment and occasional exposure to toxic or caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, high, open or confined spaces, intermittent vibration and noise. Work requires frequent standing, walking, bending, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping and lifting and/or moving objects weighing up to 100 pounds.