



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Streets Field Supervisor
DEPARTMENT: Public Works
DIVISION: Streets and Drainage
SUPERVISED BY: Operations Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

This position involves skilled and semi-skilled supervisory work in the maintenance and construction of City grounds, streets, and stormwater management systems. The role is responsible for optimizing maintenance practices to ensure the efficient and cost-effective use of facilities, personnel, and equipment. Work includes supervising field crews, overseeing landscaping and infrastructure projects, maintaining records, and ensuring compliance with applicable regulations. The position is field-focused (approximately 75% field / 25% office) and requires strong leadership, technical expertise, and safety awareness. This position may work nights, weekends and holidays as assigned. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Compiles and maintains records of requests, complaints, resident contact, corrective actions, and work performed.
- Prepares correspondence, reports, spreadsheets, memos, and emails.
- Maintains accurate records of equipment, materials, and statistics for budget reporting, funding requests, and expenditure justifications.
- Cultivates inclusive and respectful working relationships that support a sense of belonging for all employees and community members.
- Supervises skilled and semi-skilled Service Workers, providing training, direction, and evaluation.
- Administers construction, grounds, and landscaping maintenance; assists in managing project scope and deliverables.
- Ensures personal and crew safety in all operations; enforces compliance with safety regulations.
- Maintains and inspects division vehicles, tools, and equipment.
- Performs and oversees routine grounds and lawn maintenance (mowing, planting, irrigation, fertilization, pesticide/herbicide application, etc.) in compliance with federal, state, and local regulations.
- Operates City trucks, UTVs, and equipment of various sizes and weights.
- Assists in preparing departmental budgets and expenditure records.
- Directs day-to-day activities related to street maintenance, right-of-way care, stormwater systems, traffic striping/signage, and street cleaning.
- Inspects work sites, identifies deviations from plans, and enforces corrective actions.
- Purchases materials, equipment, and supplies in accordance with procurement policies.
- Coordinates with City management, government agencies, engineers, contractors, and the public.
- Prepares reports, maintains records, and analyzes data to improve operations.
- Performs other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Abilities to:

- Supervise, monitor, and evaluate staff effectively.
- Read, interpret, and work from technical drawings, blueprints, and specifications.
- Detect deviations from engineering plans and implement corrective measures.
- Prioritize, assign, and dispatch crews to job sites.
- Analyze complex problems, identify solutions, and implement recommendations.
- Communicate clearly and interact effectively with staff, supervisors, contractors, and the public.
- Manage multiple tasks simultaneously and resolve them efficiently.

Knowledge of:

- Construction techniques, roadway repair, drainage infrastructure, asphalt/concrete maintenance, and operation of heavy equipment.
- Municipal codes, permitting processes, and right-of-way standards.
- Project management principles, including capital project oversight.
- Data collection methods and maintenance management systems.
- Microsoft Office Suite, spreadsheets, and enterprise financial systems.
- Public works safety standards, including OSHA and MOT requirements.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (70) lbs.

EDUCATION, TRAINING AND EXPERIENCE: Education & Experience

- High School Diploma or equivalent required; Associate's degree in Public Works, Construction Management, or related field preferred.
- Minimum five (5) years of progressively responsible experience in street or public works maintenance, including at least three (3) years in a supervisory role.

Licenses & Certifications

- Valid Florida Class A/B CDL at the time of hire and maintained throughout employment.
- Stormwater Inspector Certification within six (6) months of hire.
- Preferred: Certified Grounds Technician (CGT), Maintenance of Traffic (MOT), and OSHA 10–30 Hour Certification (or ability to obtain within six months).

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	