

**TOWN OF SOUTH BETHANY  
LEAD WORKER - PUBLIC WORKS  
POSITION DESCRIPTION**

**TITLE:** Lead Worker - Public Works  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Town Manager  
**STATUS:** Non-Exempt

**General Summary:** Provide lead direction and project coordination for Public Works maintenance workers; ability to operate/repair maintenance equipment and perform a variety of assignments such as maintain beach and canals; streets; municipal buildings; grounds/landscaping; stormwater infrastructure; and the Public Works budget. The Lead Worker is expected to be a strong leader and mentor, who is independent and trustworthy. This position can be 24/7 during emergencies, weather-related events and Town-related issues.

**Duties and Responsibilities for Lead Worker in Public Works:**

- Seek proposals or cost estimates and provide recommendation for Town projects such as road improvements/repairs, drainage/stormwater, general operations, emergency preparedness, storm preparation, etc.
- Working with the Town Manager or Code Enforcement Officer, addresses complaints from property owners regarding Town-related maintenance issues.
- Mentor and supervise Public Works employees including full-time and seasonal and prepares schedules, approves time sheets and leave requests.
- If required, assist the Town Manager and Police Chief during weather-related disasters and emergencies.
- Responsible for the general maintenance and upkeep of Town-owned buildings and grounds, or responsible for securing appropriate vendors for maintenance and repair.
- Designate a public works employee as the Safety Administrator for the Department. This entails maintaining the current Town Safety Manual, ensuring staff is properly trained in safety protocol, and representing the Town on the DeLea Founders Insurance Trust (DFIT) Safety Committee (Worker's Compensation).
- Along with Code Enforcement, responsible for the safety and maintenance of all Town rights-of-way (ROW), including intersections, and 2) review, inspect and approve all road cuts upon completion of project.
- Responsible for maintenance, licensing/registration and recalls for all Town-owned fleet vehicles, ATV's, heavy equipment and trailers, either by the Public Works Department or a licensed facility.
- When necessary, pilots, or provides someone to pilot, the Town boat for the Code Enforcement Officer to conduct inspections or to use in emergency situations.
- Maintain an accurate inventory of all Public Works equipment (signage, trailers, tools, etc.).
- Install and remove holiday or special events decorations.
- Maintain all aspects of the beach including walkways, trash bins, signage, Mobi-mats, bike racks, and bulletin boards; assists Beach Patrol Captain in seasonal placement and removal of the beach shack.
- Conduct minor repairs to the Town-owned bulkheads and canal ends, and remove debris, trash and dead animals from canals, if necessary.
- Process requests by the Town Manager, Town Staff, and Town Council for Town meetings and/or special events. Provide a monthly report to the Town Manager for Town Council meetings.

**Required Knowledge, Skills and Abilities:**

Knowledge of advanced practices to perform general maintenance and public works functions including but not limited to electrical, plumbing, and mechanical repairs, and basic carpentry. Must have the ability to make independent decisions and work effectively with others. Must be able to perform physical labor and heavy lifting to at least 50 pounds. This position could require working in extreme weather conditions. Job requires use of manual and power tools including equipment such as chain saws and mowers.

**Qualifications/Requirements:**

High school diploma, or equivalent, with minimum five years' supervisory-level experience in municipal Public Works required. Computer experience, including knowledge of Windows, MS Word, and Excel required. Valid driver's license required. CDL desired but not required. Must be a strong and positive leader.