

VILLAGE OF CIMARRON – Posted 10-3-14
An Equal Opportunity Employer
Public Works Supervisor - Job Description

JOB SUMMARY:

This is a highly responsible working supervisory position. The work involves responsibility for but not limited to daily planning, organizing, directing and coordinating activities and operations of streets and drainage, traffic, parking, all Village properties, cemetery, flood plain, zoning, wastewater, water, street lighting, solid waste, recycling, equipment maintenance, community services and administration. Work is performed under direction of the Village Clerk Administrator.

ESSENTIAL FUNCTIONS:

1. Administrative

- Acts as staff liaison to the public by providing information regarding the services provided and attends Village Council meetings when needed. Represents the Village, as assigned, in regional intergovernmental activities with a public works or infrastructure character.
- Recommends long and short range projects to the Village Clerk Administrator, Mayor and Village Council. Ensures that ongoing program evaluation systems are in place related to such goals and that reports of progress are provided on a regular basis to Clerk Administrator, Mayor and Village Council as directed.
- Develops, implements and monitors policies, procedures and sample testing compliance appropriate to the day to day operation of the Village and sees that these are readily available, such as through staff handbooks, manuals, regulatory compliance and departmental meetings. Actively participates in staff meetings and communicates information necessary to personnel under their supervision
- Attends and participates in conferences and meetings with department heads and Village Clerk Administrator. Maintains contact with the Village Clerk Administrator and Department Heads to ensure an accurate flow of information supportive of effective governmental operation and success of government programs.
- Plans and implements department training programs.
- Ensures effective management and leadership of personnel under their supervision.
- Builds and maintains an effective working relationship with the Police, Fire, Ambulance, Federal, State and County agencies.
- Acts as a liaison for various construction programs.

2. Program related

- Oversees Village programs in the following areas related to the supervision of department personnel in Public Works Department.
- Ensures that services are provided in accordance with service contracts and applicable regulations and standards.
- Submits plans and specification for Public Works construction and other related Village projects.
- Consults with contractors, engineers, manufacturing representatives and others in carrying out various Public Works objectives and programs.
- Participates in any Village program having a public works character.

ADDITIONAL RESPONSIBILITIES:

- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of, and ability to apply, the principles and practices of organizational management, personnel and financial administration in the design and implementation of engineering projects.
- Must have knowledge of Village street system.
- Must have thorough knowledge of Public Works as applied to the methods and practices essential to storm drainage management, sidewalk and street construction, environmental permission, water and sewage operations, traffic operations, cemetery operations, solid waste management and recycling.
- Considerable knowledge and ability in organization, direction, and coordination of a wide variety of public works projects and activities to obtain maximum results.
- Considerable knowledge of methods and practices essential to the design, maintenance, and repair of municipal public works projects.
- Ability to develop long-term plans and programs and to make sound decisions on matters of operational policy and administrative problems.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, Village officials and the general public.
- Ability to plan or consult with engineers and/or supervise the design of public works projects.
- Ability to prepare technical reports, estimates, construction, and cost records.

TRAINING AND EXPERIENCE:

- Graduation from an accredited college or university with a degree in Public Works, Civil Engineering, or related field or any equivalent combination of training, knowledge, and experience equaling eight years.
- Considerable responsible experience in supervising, designing, planning and directing projects related to municipal public works projects.
- Some computer experience is desirable.
- Valid driver's license: CDL preferred.
- Certified level three or higher for water.
- Certified level one or higher for wastewater operations.
- Certified in solid waste operations.
- Certified in Floodplain management.
- Certified in Zoning management.

WORKING CONDITIONS:

- Work is performed in the field and office.
- Frequent evenings and weekend hours required.