

**Job Title:** Public Works Supervisor  
**Reports To:** Town Administrator  
**Supervises:** All Public Works personnel and other assign to Public Works duties  
**Pay:** \$65,000  
**FLSA Status:** Exempt

**Job Summary:**

Under the general supervision of the Town Administrator and Mayor, plans, organizes, and supervises the operations and personnel of the Public Works Department. Performs related administrative duties and oversees all operational areas including ice and snow removal, maintenance of streets, parks, buildings, grounds, cleaning of town hall, set up for special events, and other duties as assigned. Per personnel policy, the Public Works Supervisor is classified as a salaried position and is expected to work up to 40 hours per week or as needed.

**Essential Job Functions:** An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and directs all aspects of departmental operations and personnel. Develops project plans and preventive maintenance schedules, determines work priorities, allocates appropriate resources, and ensures work is completed according to schedule and within department standards for quality.
2. Supervises departmental personnel. Trains, schedules, monitors and evaluates employees according to established procedures. Hires promotes and disciplines departmental employees subject to approval by the Town Administrator or Mayor.
3. Develops, reviews, and revises long-term plans to improve public works operations. Recommends and implements policies, rules, and procedures. Advises and assists the Town Administrator, Mayor, and Town Council with departmental issues.
4. Monitors and enforces municipal policies, and safety rules in accordance with departmental procedures and OSHA/MIOSHA regulations. Coordinates safety training and related programming to ensure proper staff preparation.
5. Assesses department operations, staffing levels, facilities, and equipment. Prepares operational reports for the Town Administrator, Mayor, and Town Council. Provides technical expertise, makes presentations, and recommends strategies to improve departmental efficiency and quality.
6. Helps prepare and present annual budget requests to the Clerk-Treasurer and Town Administrator, monitors departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Identifies departmental needs and oversees equipment and supply inventories and purchasing for the Department.
7. Prepares bid specifications for equipment, maintenance services, and construction and special projects. Researches vendors and products, and develops and coordinates the bid and selection process with administrative offices. Makes recommendations and monitors contracts for compliance with specifications.

8. Inspects the City's infrastructure for water, sewer, sidewalks, facilities, and roads. Recommends and prepares cost estimates and long-range schedules for maintenance, construction, and replacement projects. Develops capital improvement plans and coordinate current and future projects with other City departments, project engineers, and contractors.
9. Tracks projects and activities, collects data and prepares correspondence and general reports to achieve compliance with applicable reporting and regulatory requirements. Interacts with representatives from other governmental units and regulatory agencies as necessary.
10. Reviews all traffic engineering problems with the Town Administrator and Chief of Police. Makes related recommendations and implements special projects as needed.
11. Keeps abreast of current developments and new administrative techniques in the public works field. Attends conferences, workshops, and seminars as appropriate.
12. Acts as department spokesperson, establishing and maintaining effective relationships with the public, areas businesses, City officials, and other employees and administrators. Responds to public inquiries, and investigate complaints as necessary.
13. Attends meetings when requested by the Town Administrator and responds to emergencies as necessary, including those which occur outside of normal business hours. Participates in maintenance and repair work as operational needs demand.
14. Performs related work as required.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate's Degree or the equivalent in civil engineering, construction management, or a public works-related field.
- Five or more years of progressively more responsible experience in public works or related fields, including supervisory and administrative duties.
- Knowledge of the civil engineering principles, practices, and methods applicable in a municipal setting.
- Knowledge of water and sewer systems and the public health and safety regulations governing a municipal water distribution system.
- Knowledge of the equipment, materials, and approaches utilized in public works operations and related safety procedures.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in the use of standard office equipment, including computers and related software, such as database systems for tracking work orders.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to maintain discipline, lead and command employees effectively under emergency conditions, and work effectively under stress and within deadlines and changing work priorities.

- Ability to exercise good judgment, initiative, and resourcefulness and maintain effective working relationships with the public, other professionals, the media and City officials, administrators, and employees.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.
- Ability to effectively train, lead and motivate employees.

**Preferences:**

- Commercial Driver's License (CDL)

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee frequently is required to view written documents and inspect the work of subordinate employees. The employee is frequently required to travel to other locations. If participating in a job the employee may be required have the requisite strength, mobility, and dexterity to operate equipment or access work sites.

While performing the duties of this job, the employee regularly works in a business office setting and in the field to inspect, work, and direct projects. The employee is regularly exposed to moving mechanical parts and/or heavy equipment, adverse weather conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment ranges from quiet to loud.

**Additional Information**

Town of Colmar Manor does not discriminate on race, color, religion, sex, age, orientation, national origin, or disability.

**TO APPLY:** Send a cover letter and resume, to Greg Holcomb, Town Administrator, gholcomb@colmarmanor.org.

**CLOSING DATE:** Open until filled