



**Position Title:** Public Works Supervisor

**Department:** Public Works

**Status:** Part-Time Exempt

**Position Reports to:** City Administrative Officer

## **Summary**

The Public Works Supervisor is a highly responsible position that will help plan, organize, and implement the City's Public Works capabilities; provide professional assistance to the City Administrative Officer, Mayor, and elected officials in the areas of street maintenance and repair, aid in preparation of bids, oversee public works projects, landscape maintenance and development, coordinate services at Rice Cemetery and other duties as assigned.

## **Duties and Responsibilities**

- Plans, organizes, controls, expands, integrates and evaluates the City's public works activities; develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and Commission priorities; directs the development of and monitors performance against the Public Works budget and benchmarks the City's performance to other comparable communities.
- May coordinate activities of City Engineering contractor and reviews plans, specifications and monitoring are done in a timely fashion.
- In conjunction with City Administrative Officer, confers with developers concerning engineering and public works concerns. Reviews site plans and provides input and advice.
- In conjunction with the City Engineer, prepares bid specifications and aids in the bidding process in addition to the selection of the best bidder. Ensures proper oversight of projects and thoroughly documents activities of contractors as necessary.
- Supervises daily maintenance activities and coordinates with contractors, including building maintenance and cleaning, stormwater catch basin maintenance, litter control, mowing and landscape maintenance, snow removal, street sweeping, garbage removal from Rice Cemetery and along roadways and all other associated public works responsibilities.
- Works with Rice Cemetery Sexton on the purchasing of grave plots and coordinates efforts with burial prep and funeral homes to facilitate burials as needed.
- Identifies and prioritizes project needs, establishes project completion timelines, and provides direction to contractors as needed.

- Plans, develops, and implements strategies with other city officials to properly maintain and enhance city infrastructure, including streets, roads, bridges, signage and open spaces.
- Establishes policies and procedures to comply with local, state and federal laws.
- Investigates and responds to complaints by the public regarding conditions of the streets including curb and gutter, storm drainage, and public property.
- Provides compliance activities for stormwater monitoring and reporting requirements with Sanitation District 1.
- Works with City employees in preparation and implementation of special events.
- Will work indoors and outdoors.
- All other duties as assigned.

## **Qualifications**

- High School Diploma or GED minimum.
- A minimum of five (5) years' experience in public works related activities, preferably with a governmental agency. However, experience in project management of maintenance related work is acceptable if comparable with public sector requirements.
- Hands on experience with project management, coordination of contractors, preparation of bid documents, working with the public, reviewing engineering plans and specifications, on-site inspection of construction work, coordination of professional services, understanding and management of street repair requirements.
- Excellent time management, planning, organizational, and data processing skills.
- Knowledge of laws and administrative policies governing municipal practices and procedures.
- Mathematical abilities to calculate volumes, dimensions, etc. in preparing and reviewing project specifications.
- Ability to prepare informative reports and prepare budget/cost estimates.
- Good written and oral communications skills. Ability to take concise and accurate notes of meetings.
- Ability to evaluate and recommend operational modifications.
- Good interpersonal skills. Ability to seek solutions to issues that require tact, diplomacy and compromise on behalf of the City.
- Ability to establish harmonious working relationships with citizens, other employees, and elected officials.
- Ability to lift and carry 50 pounds.
- Initiative, integrity and good professional judgment.
- Possess a valid Kentucky Driver's License.