

JOB DESCRIPTION

Position Title: Public Services Supervisor

Duties and Responsibilities:

Under the direction of the Director of Public Works and General Services, this position requires a high level of citizen contact, interaction and diplomacy in the investigation of citizen issues and concerns to determine an appropriate course of action. The position is responsible for the planning, scheduling and daily assignment and supervision of the City DPW work crew including management of City vehicles and equipment; the assignment, oversight and monitoring of City contractors performing grass and weed control, winter maintenance operations, tree trimming and removal, street patching, trash collection and a variety of other public works activities as may be assigned.

Additionally this position will be a sworn Ordinance Enforcement Officer and will actively be involved in those efforts including blight enforcement and abatement, certificate of occupancy compliance, business license maintenance, building permit compliance and similar related duties. This position may be called upon to appear in court relating to ordinance violation issuance.

This position will assist the Director in the preparation of bid specifications and documents and the review of bids submitted to the City for contractual services; will be expected to prepare written reports on all areas of responsibility and activity listed above; may assume the responsibilities of the DPW Director, when assigned, in his absence.

Minimum Qualifications:

High School graduate with two years college or equivalent. Five years job experience in public works operations and ordinance enforcement with at least three years supervisory responsibility. Basic computer operation skills is desirable.

Hours of Work: To be determined.

Compensation: Dependent on qualifications.