

TOWN OF MOUNTAINAIR

PUBLIC WORKS SUPERVISOR

NATURAL GAS, WATER, SEWER, STREETS, and AIRPORT

PURPOSE OF JOB

Under limited supervision, oversees the day-to-day activities and projects of the Utility Department: water, gas, sewer and street functions including project planning and scheduling, coordination of Utility Employees, contractors, job safety, and supervises the direct safety for the utility employees who work on the water, gas, sewer, and streets.

SUPERVISION

Is an “At Will Employee” who reports directly to and performs under the direction of the Mayor. Supervises the Utility Gas and Water Maintenance Department.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks, performed by the employees of this position.

DUTIES AND RESPONSIBILITIES

Provides for the general supervision of maintenance, gas, water, sewer and street staff, including setting priorities and schedules, planning projects including acquiring materials, tools and utility personnel, reviewing work for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets. Also, provides professional guidance and training.

Initiates planning and provides direction and technical assistance on maintaining gas, water, sewer treatment plant operation, street maintenance, vehicle and equipment operation and maintenance, troubleshooting of work problems, work place safety, blueprint reading, material specification, and coordinates contractor assignments.

Provides necessary communication relating to project status with all Elected Officials of the Town, management and staff, researches and troubleshoots technical issues and performs skilled craft work as required, ma provide oversight and inspection of contractor work activities, coordinates maintenance work activities with suppliers, vendors and all Town Departments.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

1. Knowledge of service manuals and other documentation for equipment, facilities, water, gas, sewer and street operations.
2. Knowledge of Town Ordinances, State and Federal Codes and Regulations relating to building construction, workplace safety and water, gas, sewer and street management.
3. Knowledge of technical specifications according to Town Policies and Procedures.

4. Knowledge of the fundamental principles of supervision, facility, landscaping, construction and maintenance costs and budgets.
5. Skilled in reading, interpreting, understanding and applying applicable State and Federal Rules and Regulations, and Town Policies and Procedures.
6. Skilled in working with a variety of tools and equipment; service manuals, engineering specifications and drawings.
7. Skilled in establishing and maintaining cooperative working relationships with the public, department staff, other Town Departments and contractors.
8. Skilled in communicating effectively orally and in organizing and supervising maintenance staff in the efficient and timely performance of quality work.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work requires moderate physical effort involving walking and with intermittent sitting, standing, and driving. Frequent exposure to outdoor working conditions is required. May occasionally drive a truck and lift and carry up to eighty-five (85) pounds on an occasional basis.

MINIMUM QUALIFICATIONS

A High School Diploma or equivalent, plus ten (10) years progressively responsible experience in construction, water, gas, sewer, and street management, maintenance and/or landscaping, three (3) years of which, must be in a supervisory capacity. Must possess a CDL (Commercial Drivers' License) and must possess, or be able to obtain within one year of hire, a New Mexico Water System Operator's Level II and Wastewater Level I Certification and Certifications for Natural Gas.