



# EMPLOYMENT OPPORTUNITY

## Public Works Supervisor

**Salary:** \$33.23 – \$46.96 Hourly

**Job Type:** Full-Time

**Department:** Public Works - Streets

**Benefits:** Benefits Eligible

### The Position

Under general direction, plans, schedules, assigns, and reviews the work of public works maintenance staff within the Public Works Department; coordinates, monitors, and provides technical input for assigned public works maintenance, construction, and repair projects and other special programs; provides technical assistance to the Director of Municipal Services; performs a wide variety of technical tasks relative to the maintenance and repair of Town infrastructure, facilities, and systems; and performs related work as required.

### Job Functions

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the streets or sewer work unit.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the streets or sewer work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in bid processes for repair and construction projects as necessary; develops requests for proposals; assists in selection of or selects appropriate contractor(s); assists in preparing or prepares contracts for maintenance services.
- Coordinates with and oversees contractors in providing contract public works maintenance services; inspects contractors' work during performance and upon completion; processes invoices and billings for services.
- Performs the most complex public works maintenance duties and provides technical assistance to crews.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports for regulatory agencies.

- May oversee and inspect capital improvement projects, check plans, calculate fees, and apply conditions to projects.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

## Qualifications

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in public works maintenance and repair or related field, and five (5) years of increasingly responsible experience in the construction and maintenance of municipal infrastructure, facilities, and systems related to area of assignment, including two (2) years lead or supervisory experience. IMSA certification is highly desired.

### License:

- Valid California Class B driver's license with air-brake and tanker endorsements with satisfactory driving record and automobile insurance.

## Selection Process

A completed Town employment application is required by the close of recruitment on **Thursday, January 4<sup>th</sup>, 2024, at 5:30pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

*The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.*