

TOWN OF HOLLY

POSITION DESCRIPTION

POSITION TITLE: Field Services Supervisor

DEPARTMENT: Public Works

OVERALL JOB OBJECTIVE:

Under supervision of the Town Administrator, plans, organizes, and directs the functions of Public Works including streets, storm water systems, sanitary sewer systems, water systems, electric power systems, facility maintenance, and the town's solid waste program. Supervision is also exercised over the maintenance of town parks and other public grounds. It also involves administration, data collection, record keeping, safety inspections and other tasks involving maintenance of public works facilities and electric power systems with installations as necessary.

DUTIES AND RESPONSIBILITIES:

1. Administers and manages Public Works by employee management (including, but not limited to: recommending applicants for hire, training of employees and supervising employees), setting project priorities, distributing the work load to staff, by ensuring efficient day-to-day operations and maintenance activities, and by making policy recommendations on department functions.
2. Provides assistance and guidance to the Town Administrator, Board of Trustees and the public in matters relating to Public Works programs and activities. Provides information, as necessary or requested, to the Board of Trustees.
3. Determines goals and objectives for Public Works and motivates staff to meet established goals. Maintains roster of assigned projects and project status for the Town Administrator as required. Presents issues to the Administrator and Board of Trustees as necessary and required.
4. Assists in the general administration of the Town as a member of the management team by providing input into the problem solving and decision making process.
5. Responds to the questions and comments of residents in a courteous and timely manner.
6. Assists in departmental budgeting and recommends the expenditure of departmental funds. Prepares forecasts of long range projects and related expenditures and assures that Public Works has adequate resources to fulfill its mission through proper budgeting, planning, and personnel selection, training and development. This includes the recommendation and procurement of the necessary consultants, materials, and equipment.
7. Maintains records of departmental activities and services, personnel, property and prepares reports as required.
8. Maintains and updates, in coordination with the Administrator, maps of the town streets and utility systems. Responsible for notifying Town Clerk of new connections to the town's water, sewer, or electric systems.
9. Assists Public Works employees, when necessary, in the completion of projects; including, but not limited to, street repairs, snow removal, tap connections, parks maintenance, etc.

10. Ensures that all staff are fully trained and certified (if applicable) in their respective areas of responsibility.
11. Provides assistance, when necessary, for building and facility repair for all town owned buildings and facilities.
12. Remains generally alert to conditions and events occurring in and around town facilities indicating anticipated or needed maintenance and repairs.
13. Understands and works to implement town and departmental goals and policies.
14. Performs related duties as required by management to meet the needs of the town. Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
15. Responds to emergency situations, takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures.

The Town of Holly is committed to hiring employees who provide excellent customer service; our employees communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

REQUIREMENTS:

A minimum of five years of broad and extensive work experience in the development and administration of public works, streets, water, sewer, drainage systems and electric power services including at least two years of supervisory capacity or lead responsibility.

- Ability to develop, understand and implement public works capital projects.
- Ability to plan, assign and administer the activities of field services staff.
- Experience in preparing and maintaining accurate and complete records and reports.
- Experience with establishing and maintaining internal control procedures.
- Knowledge in analyzing reports, plans and specifications.
- Comprehensive knowledge of inventory procedures and reporting.
- Skilled experience with electric distribution operations and management, to include back-up and emergency generation systems.
- Valid CDL and Colorado driver's license and acceptable driving record.
- Medium to high computer competency required.

DESIRED QUALIFICATIONS:

Demonstrates ability to maintain positive relationships with various private and public agencies and individuals as well as deal successfully with the public and other interested groups which may have differing perspectives and interests. Demonstrates communication (written and oral), interpersonal, and organizational skills.

NECESSARY PHYSICAL REQUIREMENTS:

Must be physically capable of working in adverse conditions such as open excavations and confined spaces; must be capable of heavy lifting, frequent twisting, pushing/pulling, manual dexterity, stooping, sitting, reaching above shoulder level. Must be able to work out of doors the majority of time regardless of weather conditions.