

Public Works Field Supervisor

Town of Bernalillo

Recruitment Period: *Open Until Filled*

Department: Public Works

Reports to: Public Works Director

Classification: Permanent

Job Status: Full time

Hourly wage: \$18.36

FLSA Status- Exempt

Purpose of Position: Supervises and coordinates all areas of Water Department and Parks Department.

Nature of Work: (Other duties may be assigned).

- Position is responsible for administering and supervising all activities of the department including potable water, streets, public buildings and grounds
- Communicates management decisions, changes in programs, procedures or focus with staff
- Approves leave, appraises performance, corrects deficiencies, sets work standards, assist with interviewing potential employees and disciplines employees.
- Utilizes technical knowledge to solve operational, maintenance, repair, or construction problems.
- Monitors contractors for compliance, determines when work is performed to Town contract standards in conjunction with the Public Works Director.
- In conjunction with the Public Works Director, communicates with regulatory agencies concerning violations and prepares public notices.
- Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, open spaces, municipal facilities, and playgrounds, including inspection, maintenance, management and improvement of Town parks; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities.
- Coordinates the daily activities of assigned parks maintenance unit; coordinates and assigns staff, vehicles and equipment; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Establishes and enforces work methods, procedures and standards; assures that maintenance activities are in compliance with all laws, regulations, policies and safety standards.
- Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
- Supervises maintenance operations and resource allocations; prioritizes projects and inspects jobsites to assure quality work products and effective use of resources; oversees the maintenance of irrigation systems, inspects systems and repairs; plans and directs the application of pesticides, herbicides and fertilizers, and oversees work to assure the safe and effective application of materials.
- Supervises special projects; identifies problem areas and implements solutions; orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.

- Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, and tools are available; reports and resolves safety conditions and security issues; processes and responds to work requests and complaints.
- Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition.
- Recognizes and reports unsafe acts, conditions, accidents and injuries.
- Responds to all emergency call outs when appropriate.

Education/ Experience:

- A minimum of a High School Diploma or GED equivalent
- A minimum of three (3) years of supervisory experience
- Five (5) years related experience and/or training in Public Works
- Laboratory experience preferred
- Commercial driver's license preferred.

Agency Preference:

Applicant should be flexible, and reliable. Applicant should be self-motivated, an independent worker and able to follow through on tasks with limited supervision.

Conditions of Employment:

Must possess a Level III Water Certification.

Must possess and maintain a valid NM Driver License.

Must pass a pre-employment drug screening test.

Working Conditions:

Work is performed in an outside setting.

If interested, please submit your application to:

Troy Martinez
Human Resources Director
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email to:

jobs@townofbernalillo.org

Or by fax to:

505-771-8626