



CITY OF JERSEY VILLAGE, TEXAS

16327 Lakeview Drive



Jersey Village, Texas 77040

JOB POSTING FIELD SUPERVISOR

EMPLOYMENT APPLICATION REQUIRED

POSITION: Field Supervisor (Streets)
DEPARTMENT: Public Works

FLSA STATUS: FT, Nonexempt
DATE POSTED: 11/21/2017

JOB SUMMARY: Under the general direction of the Public Works Director, is responsible for the day-to-day operation of the Streets division of the Public Works Department; provides assistance to the Director of Public Works and performs related work as required. Supervises maintenance crews; and perform other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and directs the construction and maintenance of streets and drainage systems.
- Plans equipment replacement, developed specifications and makes recommendations on purchases contacting several vendors in order that the City can obtain the best price.
- Receives and investigates citizen's complaints and takes or recommends appropriate actions.
- Inspects City facilities and work crews in the field to insure proper policies and procedures are being followed and that work and safety standards are being maintained.
- Selects and trains personnel to work effectively and safely.
- Prepares periodic reports for management.
- Assists in planning and scheduling of work projects.
- Insures the efficient and safe operation of maintenance and construction equipment such as backhoes, trenchers, and related equipment.
- Maintains operational records and makes reports.
- Maintains an inventory of all regulatory signs and supervises their installation and maintenance.
- Assists in the design of construction plans and the inspection of work performed by contractors to insure conformance to contract specifications. Makes cost estimates to contract specifications. Makes estimates in construction and repair projects.
- Performs all construction inspections on water, sewer, streets and drainage projects.
- Performs minor surveying for street and drainage repairs.
- Ensures samples are taken as required.
- Completes reports and other documents as required, timely.
- Performs other duties as required.

PHYSICAL REQUIREMENTS: Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds of maintenance equipment. Crawls, kneels, squats, stoops, and twists for extended periods while supervising or inspecting work. Sits, stands, or walks for extended periods of time while supervising or writing reports. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings, or inclement weather. Some exposure to dust, odor, electrical, mechanical and toxic hazards, using proper safety precautions.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE: High school diploma or equivalent, State Water and Sewer Certificate Grade C, after one year's employment must obtain B, valid operator's license. Must possess a valid Texas Drivers' License

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS: Considerable knowledge of the methods practiced, equipment and materials used in the construction and maintenance of streets and drainage facilities; good knowledge of the methods, practices and equipment in the installation and/or maintenance of water distribution and sewer collection systems; considerable knowledge of equipment, materials, methods and practices used in the operation and maintenance of water plants and sewer lift stations; ability to review, interpret and evaluate plans and specifications and to supervise assigned employees effectively; ability to prepare concise and accurate reports and to work effectively with the public, and other city departments, and with water and sewer customers. Three to five years of progressively responsible experience with two years in supervisory capacity or any equivalent combination of training and experience.

SALARY INFORMATION: 55K- 75K DOQ

APPLICATION DEADLINE: This position is open until filled. Interested applicants must submit a "signed" employment application, (resumes are only accepted with a signed & completed employment application), to Human Resources. Scanned employment applications can be e-mailed to hr@ci.jersey-village.tx.us or faxed to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040.

Application available at www.jerseyvillage.info

EQUAL OPPORTUNITY EMPLOYER