

Marion County is seeking a Public Works supervisor to oversee the day-to-day operations of roads maintenance, the water system, solid waste services and fuel stations. This position reports directly to the County Manager.

**Major Duties:**

- Evaluate public works needs and formulate short and long range plans to meet needs in all areas of responsibility.
- Study and standardize department policies and procedures to improve efficiency and effectiveness of operations.
- Respond to public and other inquiries relative to department policies and procedures.
- Evaluate issues and options regarding municipal public works and make recommendations.
- Monitor and resolve customer complaints.
- Prepare, document and administer budget in assigned area of responsibility.
- Conduct on-site inspections of work in progress.
- Coordinate the preparation of reviews and update the water system mapping, stormdrainage, street system maps, database and comprehensive plans.

**Competencies:**

- Problem Solving/Analysis.
- Customer Focus.
- Project Management.
- Must Have Strong Communication Skills.

**Minimum Educational Qualifications:**

- High School Diploma or GED

**Minimum Qualifications:**

- Four years of work experience in public works or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Knowledge and understanding of routine and preventative maintenance scheduling for vehicles and equipment.
- Knowledge and experience in operating a motor grader and backhoe to construct cross-drains, cutditches, and construct and repair driveways.
- Knowledge and experience in operating a dump truck to haul dirt and gravel.

**Supervisory Responsibility:**

- Exercises supervision over department personnel as well as those who work for private contractors.

**Work Environment:**

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works on active job sites including excavations, water distribution system repairs and street repairs, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The noise level in the work environment is usually moderate, but can be loud at times when operating equipment.