

TOWN OF ABITA SPRINGS

Job Description: Public Works Supervisor

Band: Supervisory

Job Purpose

The Public Works Supervisor assists with activities, projects and operations of the Public Works and Maintenance Department including street maintenance and construction, utility maintenance, building maintenance, and solid waste services; and provides line supervision of the Public Works Operators and Laborers.

Reports to: Public Works Director

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Assist the Public Works Director in the daily supervision and operation of Street Services, Public Works and Gas projects, resolving problems and ensuring timely and efficient completion of projects.
- Supervise Public Works Operators and Laborers to ensure work is completed to Town standards.

Job Qualifications

- 3-5 years of experience in Public Works management, construction or related field including 1+ years of supervisory level work
- Strong communication skills
- Basic Microsoft Office proficiency
- Valid Driver's License
- Customer Service mindset

Direct Reports

- Public Works Operators
- Public Works Laborers