**Public Works Supervisor**

**Job Definition**

The City of Ashville is seeking a dedicated and experienced Public Works Supervisor to join our team. The Public Works Supervisor will oversee the day-to-day operations of all public works functions, focusing primarily on streets, public infrastructure, and community maintenance. The Public Works Supervisor reports to the Public Works Director.

**Essential Functions:**

* Ensures proper organization and use of personnel.
* Plans and directs activities of the public works department.
* Develop and manage procedures to ensure cost-efficient management of public work activities.
* Manage inventory record administration and ensure equipment is maintained.
* Supervise all city public work projects.
* Ensure proper maintenance and delivery of equipment and materials; approve departmental purchases.
* Operate mowers, mini x, skid steer, bushhog, hand tools and other various equipment.
* Must be able to lift 50 lbs.
* Perform routine labor and work nonstandard hours as required.
* Present and maintain the highest ethical standards.
* Perform all other job-related tasks/duties as assigned by the mayor.

**Knowledge, Skills & Abilities:**

* Knowledge of city and department policies, procedures, and rules.
* Knowledge of safety rules including accident causation and prevention.
* Ability to plan, organize, schedule, coordinate, and direct public works functions, including streets, solid waste, water, and sewer utilities projects.
* Knowledge of all assigned equipment, ADEM storm water permitting, ALDOT specifications, guidelines, and city ordinances.
* Ability to efficiently prepare and maintain thorough and accurate reports and records.
* Ability to work well with the public and other necessary contacts.
* Ability to communicate specific, and sometimes detailed, instructions to assigned personnel.
* Knowledge of federal, state, city, and departmental laws, regulations, policies, and procedures regarding potable water distribution construction and supply.
* Ability to plan, organize, assign, direct, and evaluate the work of subordinates.

**Qualifications:**

* Be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
* Experience in public works or a related field preferred.
* At least 2 years in a supervisory role preferred.
* Strong knowledge of public works operations, particularly in street maintenance and public infrastructure.
* Excellent leadership, organizational, and communication skills.
* Ability to develop and manage budgets and oversee multiple projects and initiatives.
* Experience working with government agencies, contractors, and the public preferred.
* Valid Class A commercial driver's license and driving record suitable for insurability.
* Must be willing to travel over-night to attend continuing education courses and workshops.
* Must be physically able to perform the essential functions of the position.

The City of Ashville is an Equal Opportunity Employer.