



City of Milford
Public Works Operations Supervisor
Pay Grade: 108

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: 2 years of experience with utility distribution systems is desired; NIMS (Homeland Security) ICS-100, FEMA IS-700 & ICS-200 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum). Valid Medical Examiner Certificate is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. Subject to random alcohol and drug testing in accordance with City policy.

Minimum Education Requirements: Associate's degree in public administration, civil engineering or a closely related field

Direct Supervisor: Public Works Director

Supervisory Responsibility: Small group of employees

Primary Work Location: In and around the city with possible exposure to environments, with reporting, office duties and meetings at the Public Works facility.

Job Summary: Responsible for acquiring service, supplies and goods for the Department; responsible for overseeing the bidding, bid review, bid analysis, and contracting for acquiring goods and services as well as public works projects; oversees the management of work orders for the department; oversees utility permitting; services as the City's representative for all key accounts. Direct supervision of the warehouse coordinator, head mechanic, and department administrative assistants. Performs related administrative work as required.

The Public Works Operations Supervisor shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Public Works Operations Supervisor shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Works with contractors for new services, upgrades and maintenance.
- B. Coordinates department work orders with contractor and homeowner needs.
- C. Oversees the completion of work orders.
- D. Oversees and administers all bids and contracts.
- E. Oversees work orders and checks progress of work performance.
- F. Prepares out of City limits utility permits and calculates associated fees for new services and/or upgrades and signs off on all related permits.
- G. Responds to complaints from the public and provides customer service and resolution.
- H. Responsible for maintaining records and generating reports.
- I. Maintains, monitors and tracks budget expenditures.
- J. Assists in the preparation of the annual budget, capital budget, budget transfer requests, and reports.
- K. Oversees requisitions and purchase orders for goods, services and material.
- L. Serves as the City's representative for key accounts. Monitors usage; meets with company representatives on a regular basis; ensures City is meeting key accounts customer needs.



City of Milford
Public Works Operations Supervisor
Pay Grade: 108

-
- M. Oversees outreach regarding public works to customers, the public, commercial and industrial customers, schools, etc.
 - N. Oversees warehouse operations and inventory control for all divisions
 - O. Oversees fleet operations, including vehicle maintenance, fuel, acquisition of vehicles and equipment, etc.
 - P. Works with Public Works divisions and City departments in coordination of work and programs.
 - Q. Negotiates with vendors and prepares recommendations for capital purchases.
 - R. Prepares and submits requests for billing for jobs, work orders and vehicle accidents with property damage.
 - S. Assist in various duties after hours as required, including on-call, special events and weather-related emergencies.
 - T. Ensures redundancy of capabilities and cross training occurs by those in her charge wherever personnel depth or available resources exist.
 - U. Supervises the Department's Administrative Assistants, Warehouse Coordinator, Mechanic and Head Mechanic at the appropriate levels (in all respective duties assigned to their work classifications).
 - V. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- ✓ Principles and practices of installation and maintenance related to utility systems
- ✓ General accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements
- ✓ Inventory control and warehouse policies
- ✓ Work order management systems
- ✓ Standard administrative practices and procedures and of fiscal or statistical record keeping and reporting
- ✓ City software, Microsoft Office, including Excel and Word

Skills

- ✓ Decision making - Ability to make complex decisions in a timely manner independently.
- ✓ Oral and written communication - Communicate effectively and tactfully with fellow employees and the public.
- ✓ Time management - Able to efficiently and safely complete work in a timely fashion.
- ✓ Having principles and practices of governmental purchasing management and analysis.
- ✓ Performs routine to moderately complex mathematical computations and tabulations accurately and efficiently as it relates to purchasing.
- ✓ Establishes and maintains effective working relationships.



City of Milford
Public Works Operations Supervisor
Pay Grade: 108

Abilities

- ✓ Prepare plans and detailed reports.
- ✓ Understand, follow, and direct written and oral instructions.
- ✓ Read, update, evaluate and update records.
- ✓ Develop and implement policies and procedures for the procurement of goods and services.
- ✓ Plan and supervise the work of skilled and semi-skilled workers on a large scale over a wide area.
- ✓ Establish and maintain effective working relationships with other employees and the general public.
- ✓ Establish and maintain relationship with key accounts.
- Operate basic office equipment.



City of Milford
Public Works Operations Supervisor
Pay Grade: 108

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.

- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
