



JOB ANNOUNCEMENT

Job Title: **Public Works Superintendent**

Status: Full Time Position

Salary: \$62,106/year + DOQ

Open Date: October 13, 2017

Close Date: Open until filled

Description:

The City of Taylor, Texas, located in Williamson County, is seeking qualified applicants for a Public Works Superintendent. This position manages, supervises and coordinates the activities and operations of the Street/Drainage and Cemetery Divisions within Public Works; coordinates assigned activities with other departments and outside agencies; and provides highly responsible support to the Director of Public Works. Highly visible to a wide variety of citizens in the City of Taylor.

Qualifications:

Associates degree in a related field with major coursework in street/parks/grounds maintenance or a related field desired preferred or High School Diploma or any equivalent, combination of experience and training that provides the required knowledge, skills and abilities. Seven years' experience in public works or construction trades industries with at least three years of supervisory experience. Must possess a valid Texas Commercial Driver's License (Class A).

Knowledge of personal computer operations, Microsoft applications including Excel, Word, PowerPoint, Outlook email and calendar.

Description of Work

- Plan, direct, coordinate and review the work plan for department employees; assign work activities, material/tools, projects and programs; review and evaluate work products, methods and procedures; meet with subordinate employees to identify and resolve problems.
- Supervises maintenance of municipally owned grounds including City Cemetery, City Airport and right-of-way adjacent to or between streets and highways and oversees the grounds crew who conduct mowing, weed eating and general landscaping of the Taylor parks system, in assistance to the Parks and Recreation Department.
- Monitor drainage projects; coordinate, plan and schedule Street and Drainage activities with other departments.
- Select, train, manage assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; complete related personnel matters.
- Participate in the development and administration of the Division's annual budget; collect and analyze data on division activity.

- Serve as the liaison for the department with other departments and outside agencies including contractors, consultants, vendors, and public agencies.
- Supervises preventive maintenance on equipment and vehicles assigned to the Divisions.
- Develops and makes recommendations on programs to Public Works Director.
- Analyze streets for street resurfacing, patching, maintenance, ditch spraying, and vehicle oil changes.
- Responds courteously to inquiries and/or complaints from customers, including weekend and after-hours calls.
- May assist workers in day-to-day tasks in the absence of employees or during special events.
- Serves in extension of current duties for emergency management, particularly in the areas of shelter, debris removal and recovery.

How to Apply: Go to www.taylortx.gov to complete a job application.

Employee Benefits Include:

Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days. Taylor is an excellent place to live and work.