



City of Milford Public Works Operations Supervisor Pay Grade: G10

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 CDL class B motor vehicle operator's license issued by the State of Delaware is required. Must pass pre-employment testing for substance abuse and criminal background. May be subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: Associate's degree in a 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.

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.
- 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.



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- 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. Conducts employee evaluations.
- U. 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.

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.



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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 Administrator:
