**Town of Blacksburg**

**Applications accepted at Town Hall April 1-until filled**

Division/Department: Public Works

Location: Town of Blacksburg, S.C. 105 S. Shelby St. Blacksburg, S.C. 29702 fax 864-839-3663

Job Title: Full-time Public Works Supervisor Pay Band $45,000.00-$50,000.00

*Complete and Submit all that apply; Town of Blacksburg application, resume, provide a copy of Social Security Card, GED/HSD, College credit/Diploma, Water License /Certifications*

**General Description:**

* Performs complex professional work in planning, directing, organizing, coordinating and supervising public works, water, wastewater, stormwater, streets, garbage collection, parks projects for the Town
* Supports and Supervises employees in the absence of Public Works Director
* Instructs, assigns, reviews and plans work for others: maintains standards, coordinates activities, provides supervision and recommendations regarding personnel, administers disciplinary actions
* Assist in receiving community complaints and responding in a professional and timely manner
* Completes all required training, certification for Licenses, and adheres to SCDHEC regulations
* Provides knowledge and resources for grant project planning, communicates with engineering and administration
* Ensures all equipment and vehicles are in safe operational condition
* Interacts and assists other agencies and Town staff to assure efficient and effective safety
* Attend training, maintain equipment, written orders to adhere with all legal requirements
* Complete Town of Blacksburg forms as applicable
* Maintain a clean and efficient work area
* Represent the Town in a professional and courteous manner
* Any other duties assigned by Administrator and Director

**Work Experience Requirements:**

* Five years of progressively responsible supervisory experience in construction, civil engineering, water/wastewater or varied public service operations
* Proficient computer skills, communication skills, record keeping, database activity
* Ability to be on call for emergency issues

**Education Requirements:**

* CPR certification
* Valid water and wastewater certifications, valid SCDL
* HSD or GED
* Preferred college level degree of A.S. or higher in Industrial Maintenance, Construction, or Engineering

The Town of Blacksburg offers a benefits package of Health Insurance paid by the Town, Retirement, and Town vehicle for work use.

If qualifications are met a physical, drug-screen, 10-year driving record and background check will be required. The Town of Blacksburg is an EEO. This is not a contract. Approved: \_cc\_