



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329

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THE CITY OF GERVAIS INVITES APPLICATIONS FOR

Public Works Superintendent

Non-represented – Exempt

CLOSES: Friday, November 2 at 5:00 pm or until filled

THE POSITION

The Public Works Superintendent has primary responsibility for the oversight of public works projects. This position directs and performs public works operations, which includes all functions of the City's water and wastewater systems and tasks related to the construction, installation, maintenance and repair of streets, facilities, and parks. This position has accountability for results in terms of methods and accuracy. This is a supervisory position in which the Superintendent reviews work and trains public works personnel in the performance of their duties. The Superintendent is responsible for scheduling assignments, ensuring proper equipment utilization, and performing formal performance evaluations of public works employees. The Public Works Superintendent is part of the City's management team and works closely with the Chief of Police and City Manager to collaborate on decisions for the good of the City. Please see full job description for details.

MINIMUM QUALIFICATIONS

High school graduate (or equivalent) in addition to specialized courses in water and wastewater treatment. Four (4) years of road, water, sewer, storm water maintenance or general construction experience, with at least one year in a lead supervisory capacity. Extensive knowledge of the operations, materials, methods, techniques, and Federal and State guidelines used in water and wastewater collections, treatment, and distribution. Knowledge in construction, maintenance, streets, parks and occupational hazards. Knowledge of supervision and personnel practices. Skill in use of heavy equipment, hand/power tools, computer and standard office equipment. Please see job description for more detail.

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

SPECIAL REQUIREMENTS/LICENSES:

Possession of Oregon State driver's license and the following State of Oregon certifications:

Water	Wastewater
Treatment – Level I	Collection – Level II
Distribution – Level II	Treatment – Level II

DESIRABLE REQUIREMENTS:

Associate's or Bachelor's degree in water/wastewater technology; civil engineering or related field. Previous experience in a municipal public works department. CDL.

COMPENSATION

The current monthly salary is \$4,960 - \$6,648, which is subject to change pending a salary study.

SELECTION PROCESS:

Application forms are required and must be mailed or hand-delivered to the attention of Susie Marston, City Manager at Gervais City Hall by 5:00 pm on Friday, November 2, 2018. Applications received at City Hall by the November 2nd deadline will be screened as they are received for the first round of interviews, which will be scheduled for November 7th. Any applications received after November 2nd may or may not be considered for an interview. Reference checks and a criminal background check will be required as a condition of new employment.

The application form is available at:

Gervais City Hall Physical address: 592 4 th Street Mailing address: PO Box 329 Gervais, OR 97026 Online at www.gervaisoregon.org

The City of Gervais is an Equal Opportunity Provider and Employer. Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.