



**CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT
invites applications for the position of:**

**Department of Public Works
Supervisor**

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| SALARY: | \$56,100.72 - \$72,129.46 Annually |
| DEPARTMENT: | Department of Public Works |
| OPENING DATE: | 05/03/22 |
| CLOSING DATE: | 05/20/22 05:00 PM |
| DESCRIPTION: | |

The current vacancy is in the Equipment Maintenance Division of the Department of Public Works. The established list could be used for future openings in other Divisions such as, Waste and Recycling, Streets, Parks, and Blight Remediation Team.

Under general supervision supervises and reviews the work of others in the care, maintenance, and repair of streets, parks, facilities, and equipment or the collection of residential, industrial and commercial waste and recycled materials. Coordinates the organization, staffing, and operational activities for assigned maintenance and building trades services, including maintenance and repair of buildings and other City facilities. Participates in the development and implementation of goals and objectives as well as policies and procedures. Monitors work activities to ensure compliance with established policies and procedures. Identifies opportunities for improving service delivery methods and procedures, identifies resource needs, and reviews with appropriate management staff. Coordinates and reviews the work plan for assigned maintenance services and building trades, assigns work activities and projects, reviews and evaluates work products, methods, and procedures, and meets with staff to identify and resolve problems. Inspects equipment, vehicles, and facilities for needed repairs. Prepares reports and work orders, and develops schedules for repairs. Schedules various inspections to meet City, State, and Federal codes. Oversees contractors working for the City involving Public Works maintenance and repair. Monitors and ensures compliance with specifications and cost agreements. Serves as one of the primary contacts for off-hours emergency calls. Assembles and directs maintenance crews to handle emergencies. May supervise flood control, snow and leaf operations; and any other operations as assigned. Utilizes electronic work order or any other computer systems as required. The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

Distinguishing Characteristics: Employees at this level manage and supervise, plan, prioritize, and assign work; train and evaluate workers. May participate in the more skilled areas of the work being performed.

This is a HMEA union position. This position is overtime eligible in accordance with the collective bargaining agreement.

KNOWLEDGE, SKILLS & ABILITIES:

The examination will consist of an evaluation of training and experience as indicated on the application. All parts of the examination, including ratings and tests will be related to the

requirements and duties of the position. The examination is designed to measure: Knowledge of procedures, materials, equipment and methods used for road and parks construction, maintenance and repair; facilities maintenance and repair; or solid waste collection and recycling. Knowledge of heavy equipment and trucks. Knowledge of safety practices in the operation of all equipment (heavy or light), including vehicles and heavy trucks. Knowledge of techniques, methods, materials, tools and equipment used to operate and maintain and repair flood control equipment may be required for some assignments. Knowledge of principles and practices of effective supervision. Ability to plan, schedule, coordinate and adjust to unscheduled operation changes. Ability to maintain records of work activities and prepare reports. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with co-workers and manager. Ability to enforce safety standards and procedures. Ability to operate computers and use a variety of software.

Physical Demands and Working Conditions

Work in this class may be performed in a field environment with some travel from site to site and exposure to hazardous traffic conditions. Incumbents may work outdoors as required in all weather conditions; incumbents may be required to wear protective gear; to work with hazardous materials and power equipment; to be exposed to noise, dust, fumes, noxious odors, and gases; incumbents may be required to lift and carry items weighing 50 pounds; incumbents may be required to work extended hours including evenings and weekends and be called back to work.

QUALIFICATIONS:

Open to all applicants who meet the following qualifications:

High school diploma, or G.E.D. (college level course work preferred) **and** a minimum of three (3) years of supervisory/lead experience that demonstrates the knowledge, skill and ability to perform the duties.

Preferred Licenses; Certifications:

- Connecticut pesticide applicator license with insecticide, herbicide and fungicide endorsements;
- National Institute of Automotive Services Master Technician certification.
- Road Master certification.

A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

HARTFORD RESIDENCY PREFERRED: Preferably be a bona-fide resident of the City of Hartford at the time of application. A completed CITY OF HARTFORD RESIDENCY AFFIDAVIT including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, INCLUDING REQUIRED DOCUMENTATION. APPLICATIONS WITHOUT PROPER DOCUMENTATION SHALL RESULT IN YOUR DISQUALIFICATION.

APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED.

OTHER INFORMATION:

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and a background check. If appointed, you will serve 3 - 12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules, and regulations.

NOTE: ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR VIA EMAIL, UNLESS OTHERWISE REQUESTED AT THE TIME OF APPLICATION.

IN ADDITION TO YOUR INBOX, PLEASE BE SURE TO CHECK YOUR JUNK AND SPAM EMAIL FOR ALL RECRUITMENT COMMUNICATION.

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Must submit a Veteran's Preference Form, located on the hartford.gov/humanresources page along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans, and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hartford.gov>

Position #00940

DEPARTMENT OF PUBLIC WORKS SUPERVISOR

PR

Human Resources Department
550 Main Street
Hartford, CT 06103
860-757-9800

humanresources@hartford.gov

Department of Public Works Supervisor Supplemental Questionnaire

- * 1. I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).
 Yes No
- * 2. Please describe in detail your experience operating heavy trucks and equipment. What type of trucks and equipment did you use? What tasks did you perform using the equipment?
- * 3. Describe your experience in a lead or supervisory role. What type of organization? How many years? How many staff members did you lead/supervise? What were the job titles of those you lead/supervised?
- * 4. Has your supervision style changed over time? How?

* Required Question