

**TOWN OF MOUNTAINAIR  
PUBLIC WORKS SUPERVISOR  
NATURAL GAS, WATER, SEWER, STREETS, and AIRPORT**

**PURPOSE OF JOB**

Under limited supervision, oversees the day-to-day activities and projects of the Public Works Department: water, gas, wastewater and street functions including project planning and scheduling, coordination of Public Works employees, contractors, job safety, and supervises the direct safety for the utility employees who work on the water, gas, sewer, and streets.

**ADMINISTRATION AND SUPERVISION**

Public Works Supervisor reports directly to and performs under the direction of the Mayor. This position requires 51% of the time being devoted to administrative duties.

**ESSENTIAL FUNCTIONS**

The essential functions of this position include:

- Management of the physical aspects of the Natural Gas System.
- Ensuring safe and compliant operations of the Natural Gas System.
- Communicating with NM PRC for safe Natural Gas operations.
- Management of the physical aspects of the Water System.
- Ensuring safe and compliant operations of the Water System.
- Communicating with NM Environment Department for Water System
- Management of the physical aspects of the Wastewater System.
- Ensuring safe and compliant operations of the Wastewater System.
- Communicating with NM Environment Department for Wastewater System
- Management of the physical aspects of the Roadway System.
- Ensure employees are continually trained in operations.
- Ensure employees are complying with OSHA standards for safety.
- Fulfillment of other duties as assigned.

**DUTIES AND RESPONSIBILITIES**

Provides for the general supervision of maintenance, gas, water, sewer and street staff, including setting priorities, deadlines, and schedules, planning projects including acquiring materials, tools and public works personnel, reviewing work for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets. Provides professional guidance and training to employees and coaches performance issues.

Initiates and/or collaborates with Town management the planning of maintaining gas, water, sewer treatment plant operation, street maintenance, vehicle and equipment operation and maintenance, troubleshooting of work problems, workplace safety, blueprint reading, material specification, and coordinates contractor assignments.

Provides necessary communication relating to project status with the Town management and staff. Researches and troubleshoots technical issues and performs skilled craft work as required, provide oversight

and inspection of contractor work activities, coordinates maintenance work activities with suppliers, vendors and all Town departments.

Collaborate and coordinate with Town management the duties of the Public Works department as it applies to overall Town strategic planning.

Ensuring a culture of safety is established and maintained.

Other duties as assigned.

## KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Deep knowledge of Town natural gas, water, wastewater, roadways, airport, and facilities.
- Knowledge of service manuals and other documentation for equipment, facilities, water, gas, sewer and street operations.
- Knowledge of Town ordinances, State and Federal Codes and Regulations relating to building construction, workplace safety and water, gas, sewer and street management.
- Knowledge of technical specifications according to Town policies and procedures.
- Knowledge of the fundamental principles of supervision, facility, landscaping, construction and maintenance costs and budgets.
- Skilled in reading, interpreting, understanding and applying applicable State and Federal Rules and Regulations, and Town Policies and Procedures.
- Skilled in working with a variety of tools and equipment; engineering specifications and drawings.
- Skilled in establishing and maintaining cooperative working relationships with the public, department staff, other Town departments & contractors, and State regulators & inspectors.
- Skilled in communicating effectively orally and in organizing and supervising maintenance staff in the efficient and timely performance of quality work.

## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work requires moderate physical effort involving walking and with intermittent sitting, standing, and driving. Frequent exposure to outdoor working conditions is required. May occasionally drive a truck and lift and carry up to eighty-five (85) pounds on an occasional basis.

## MINIMUM QUALIFICATIONS

- Must be able to interpret state and federal laws as it relates to public works.
- Must be able to use basic office software, including Microsoft Office and Adobe Acrobat.
- Must be able to communicate verbally and with the public, Town management, and State regulators & inspectors.
- A High School Diploma or equivalent, plus five (5) years progressively responsible experience in construction, water, gas, sewer, and street management, maintenance or landscaping, three (3) years of which, must be in a supervisory capacity.
- Must possess a CDL (Commercial Drivers' License).
- Must possess or obtain within two and a half (2.5) years of hire a New Mexico Water System Operator's Level II and Wastewater Level I Certification and 75 OQ certifications for Natural Gas.
- Good physical condition and health
- Able to calculate utility specific math calculations

- Ability be flexible while working in stressful situations.
- Stand-by to be on-call 24 hours a day, regardless of weather.
- Must be able to pass a pre-employment drug test.

#### PREFERED QUALIFICATIONS

- Direct experience in business administration of a public works business.
- Basic experience in ESRI ArcGIS suite.
- Understanding of GPS technology and mapping.

Approved: 4-21-2020

Revised per Resolution 2022-05: 4-13-2022