

Public Works Supervisor- Village of Jerome

The Village of Jerome is a small municipality located in central Illinois. The Village of Jerome maintains its own streets, properties, and water system. The Village of Jerome is looking for a self-motivated individual, with adequate experience to act as the supervisor for our Public Works Department. The Supervisor will work with various trustees in the planning, direction, and management of public works and maintenance programs for streets, property, and water. The supervisor will also manage a small staff of maintenance employees.

Primary Job Duties

- Establishes and maintains street, property, and water system maintenance plans, consulting with trustees regarding renovations, alterations, and major maintenance problems.
- Receives and prioritizes works requests from various departments.
- Prepares proposals required for the maintenance of property, streets, and water.
- Serves as working supervisor, assisting and supervising staff on day to day matters, including monthly meter readings, limb pick up, street repair, water main break repair, etc.
- Keeps inventory of all equipment, materials, and supplies.
- Prepares required reports for various departments and maintains complete records and reports of operation, maintenance expenditures, and personnel.
- Attends board meetings at the request of the trustee in charge, the president, or the board.
- Assures that buildings and grounds are in good condition for scheduled events in the Village.
- In certain instances, the Supervisor will be called upon during emergency situations within the village. For example, water main breaks or snow plowing.

Requirements for Position

- Class B CDL driver's license
- Skilled machine operator (Backhoe, Enloader, Mower, Roller, and Snow Plow)
- Supervisory experience over semi-skilled staff.
- Previous experience working for a municipality preferred.
- Knowledge of street, property, and water system maintenance and repair, with knowledge of tools and material needed for construction and repair.
- Knowledge of County, Municipal, and State building codes and regulations

- Ability to interpret and work from verbal or written specifications
- Ability to communicate professionally, both written and oral, with businesses, government agencies, and residents
- 3 years+ experience in related occupation

Benefits include: pension (Illinois Municipal Fund – IMRF), health insurance, accrued time including sick, vacation and personal time, multiple paid holidays. Minimum salary of \$34,200, with actual salary commensurate with experience.

If you are interested, and believe you are qualified for this position, please submit resume through Indeed or stop in and drop off your resume at our offices, 2901 Leonard St Jerome, IL 62704.