

Public Works Supervisor

The Public Works Supervisor, is a key position in the Village of Jerome, a small community (approx. 1600) in the central part of the State of Illinois. The Public Works Supervisor must have a CDL license and will perform a variety of tasks including but not limited to:

- 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.

The Public Works Supervisor will receive health insurance, retirement benefits (IMRF), and paid days off and holidays.

We are seeking individuals that have experience maintaining roads, maintenance management, property management and handling utilities. Prefer someone with three years supervisory experience. Person must hold a CDL Class B license.

Salary commiserate with experience. Applications can be acquired by calling the Village office at 217-546-2203 or stopping in at the Office, 2901 Leonard St. during normal business hours.