

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

General Supervisor

Department: Public Works, Division of Streets/Roads

Workweek: Monday through Friday, 7:00 AM to 3:30 PM. – subject to change based upon the needs of the Department and the Township. Must be able to be contacted by phone and available to work emergency and non-emergency additional hours, including weekends, holidays, mandatory at times.

Wage: Per Ordinance – White Collar Exempt, Salary range \$50,000 - \$165,000.
Excellent Benefits Package provided.

Definition: Under direction, supervises work of subordinate supervisors and other employees in the construction maintenance, cleaning and repair of streets, and the construction, maintenance, and repair of roads, culverts, drains, and related structures. Performs other related duties as required.

Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Skills/Duties: Responsible for supervising and coordinating activities for lower-level supervisors and staff engaged in cleaning, maintaining and repairing roads, culverts, drains, and streets. Supervisor will ensure that proper standards of workmanship/output are followed by employees in accordance with established policies, procedures and safety guidelines (emphasis added). Ability to give assignments, instructions to individuals and groups of employees, provide them with advice/assistance when difficult and unusual problems arise. Ensure that reasonable standards or workmanship/output are maintained and desired objectives are achieved.

Candidate must have the ability to plow snow, operate a variety of equipment/machinery used in daily activities and provide instruction to subordinates for same.

This position requires the ability to prepare operations schedules and work assignments to effectively and efficiently run the operation. The preparation and maintenance of records, including, but not limited to, personnel records, tracking work performed by employees, equipment used and time spent by employees during scheduled work assignments will be required. Knowledge of Edmunds and the Paychex system is desired.

Able to read, write, speak, understand and communicate in English to perform the duties of this position.

Experience & Licenses:

At least four years' experience involving the above-mentioned duties and at least one year of supervisory experience. Must possess a Commercial driver's License, or the ability to obtain one within 90 days from date of hire.

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to Khaled Madin, Business Administrator at jobs@parsippany.net, copy Ken Merle at kmerle@parsippany.net.

Closing Date: Open until filled. EOE.

Date Posted: _____ **Posted By:** _____

Department: _____

(Return the original signed form to L. Arcuri, Administrator's Office. Post the copy)