

Public Services Supervisor

Town of Biltmore Forest

The Town of Biltmore Forest (pop. 1,400) is seeking a qualified candidate for a full-time position as the Public Services Supervisor for our Public Works Department. Our community is located adjacent to the City of Asheville, Biltmore Estate, and Blue Ridge Parkway. The Town of Biltmore Forest offers a high quality of life and high service level within its small town.

Position Summary and Responsibilities:

Under the direct supervision of the Public Works Director, this employee will perform operational supervision and oversight of the public works staff and functions.

Public Works programs include, but are not limited to: garbage, recycling, and brush collection; maintenance of public buildings and green spaces; water system, streets, and storm drain system maintenance; and seasonal snow removal from town streets.

The Supervisor provides general work assignments and direction to work crews; conducts staff meetings as necessary to direct repairs and maintenance activities, manages department activities and work processes; oversees staff training and development; discuss issues and provides updates to the Public Works Director and Town Manager; and addresses complaints and resolves problems as necessary.

The supervisor is expected to work safely, follow safe work practices, and identifies and reports unsafe work conditions.

The Supervisor performs other duties as required or assigned.

Work Schedule:

This position generally works Monday through Thursday from 7 a.m. - 5:30 p.m (40 hours). However, this position may also work Fridays, weekends, holidays, or during emergency situations or special events as needed.

Physical Demands and Work Environment

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions. Must be able to perform heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently; and 20 pounds constantly in moving objects.

While performing the duties of this job, the employee's environment can range from an office environment, to vehicle operations, to work intensive construction projects. The employee is regularly exposed to moving mechanical parts and/or heavy equipment, outside weather conditions, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment ranges from none to very loud. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.

Minimum Qualifications

- College diploma in Construction Management, Engineering, Public Administration or a related field, or a combination of relevant education and work experience.
- Five or more years of work experience in fields of public works, utility construction, building trades, or related.
- The successful candidate must have the ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, the public, contractors, regulatory agencies, and Town officials.
- Must have the ability to effectively communicate, understand and deliver instructions and directions.
- Experienced in the use of basic computer technology and software including desktop and laptop computers, mobile devices, etc.
- Ability to work effectively under stress, changes in work priorities, and in emergencies.
- North Carolina Class C Driver's license, and ability to obtain North Carolina Class B-CDL license within 6 months of date of hire.
- Knowledge of safety procedures and precautions involved in equipment operation and maintenance work.
- Extensive knowledge of the tools, materials and equipment used in the repair and maintenance of streets, buildings, infrastructure, and grounds.
- Basic skill in the operation of assigned vehicles, equipment and power tools.

Preferred Experience and Special Requirements

- Professional Engineer, Landscape Architect, Licensed General or Utility Contractor
- North Carolina Class B-CDL license.
- Heavy equipment operations experience.
- North Carolina Grade B Water System Distribution License, Cross-Connection Control license, and/or ability to obtain such within 24 months of date of hire.
- Extensive experience in the construction and maintenance of public utility systems.

Salary and Benefits

- Salary is dependent on the applicant's qualifications
- Benefits include
 - 11 paid holidays
 - Vacation and sick leave
 - NC Local Government retirement pension
 - NC 401(k) benefits
 - Medical, dental, and vision insurance

Applications must be **obtained and submitted** at the Town's website at www.biltmoreforest.org/employment. **Position is open until filled.** The Town of Biltmore Forest is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Questions regarding this position can be addressed to Harry Buckner, PE, Director of Public Works, at (828) 274-0824.