

EMPLOYMENT OPPORTUNITY

CITY OF PINE LAKE, GEORGIA
425 ALLGOOD ROAD
STONE MOUNTAIN, GEORGIA 30083

The City of Pine Lake, Georgia is accepting resume/employment applications for the position of Public Works Supervisor. The Public Works Supervisor is responsible for planning, coordinating, and supervising the maintenance, repair and development of all City streets, public buildings, parks, grounds, and other facilities of public trust. Assists other Municipal Services Department functions and operations, including on-call duty. The position is a full-time, non-exempt position and is under the general direction of the City Manager (Director of Administration). Part-time scenario may be considered under circumstances that will serve the needs of the City for the position.

Interested parties are to submit resume/application by email to City Manager ChaQuias Thornton at chaquiasmthornton@pinelakega.net or via in-person delivery to Pine Lake City Hall, c/o City Manager, 425 Allgood Road, Stone Mountain, GA 30083 or mail delivery to City of Pine Lake, c/o City Manager, PO Box 1325, Pine Lake, GA 30072. Resume/applications are accepted until the position is filled.

Application can be found at: <https://pinelakega.net/>

See next pages for full job description.

CITY OF PINE LAKE, GEORGIA

POSITION TITLE: PUBLIC WORKS SUPERVISOR

DEPARTMENT: PUBLIC WORKS

REPORTS TO: DIRECTOR OF ADMINISTRATION

Starting Salary range: \$16.00/hour (Salary may be commensurate with experience).

Revised 01/10/2024

General Statement of Duties:

The Public Works Supervisor is responsible for planning, coordinating, and supervising the maintenance, repair, upkeep and development of all City streets, public buildings, parks, grounds, and other facilities of public trust. Assists other Municipal Services Department functions and operations, including on-call duty. The position is a full-time, non-exempt position and is under the general direction of the City Manager (Director of Administration). Part-time scenario may be considered under circumstances that will serve the needs of the City for the position.

Duties:

Plans, schedules, and assigns work duties that are under the Public Works department's purview; instructs and trains in correct methods and procedures; examines work for completion.

Supervises and participates in the repair and maintenance of the City's buildings, parks, right-of-way, streets, and storm utility structures.

Supervises and participates in grounds maintenance work including, but not limited to, mowing, weed control, pruning hedges, and rubbish removal for all city facilities as needed.

Supervises and participates in storm water system maintenance work including, but not limited to clearing drains, mitigating reported spills, and assisting in annual storm water system reporting.

Manages public works related improvement projects; and assists the Director of Administration in the solicitation of bids and proposals.

Performs and/or provides for water testing; responsible for maintenance and monitoring the lake, wetlands, and associated grounds; responsible for set up seasonal beach/lake opening duties.

Supervises and participates in street maintenance including, but not limited to, sweeping and clean-up of debris and materials from the roads, snow and ice removal from roadways in situations of inclement weather, and sign replacement and installation.

Supervises and performs semi-heavy to heavy manual labor, including lifting heavy objects and working in all type of weather conditions.

Monitors performance of employees (regular, temporary, contract, or otherwise), under the direction of the Public Works Supervisor or engaged by the city to perform public works related tasks.

Attends City Council meetings and other meetings as needed; provide various public works related reports as assigned.

Attend and participate in necessary trainings and educational opportunities, as budgeted by the City.

Performs other tasks and special projects as assigned.

Knowledge Required by the Position

Knowledge of City property and infrastructure maintenance and repair.

Knowledge of the hazards, safety precautions and proper operation of equipment, trucks, machinery used by the department.

Knowledge of storm water system maintenance; stormwater inspector certification a plus.

Skill operating a variety of tools, equipment, and vehicles.

Ability to establish and maintain a good working relationship with coworkers, the general public, and other agencies.

Sufficient written and oral communication skills; ability to communicate effectively with co-workers, the general public and with others.

Ability to supervise the work of another and efficiently and effectively accomplish department objectives.

Minimum Qualifications

- High School Diploma or Equivalent
- Minimum three (3) years related work experience*
- Previous supervisory experience*
- State issued Driver's License
- Background Check required
- Satisfactory Motor Vehicle Report

*Equivalent combination of education and experience may be considered.

The City of Pine Lake, Georgia is an equal opportunity employer and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.