



# Englewood

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Human  
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

## PLEASE POST

July 19, 2019

**TO:** All City of Englewood Employees

**FROM:** Human Resources

**SUBJECT:** Available Position – Supervisor, Public Facilities

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There is a position of Supervisor of Public Facilities available in the Department of Public Works

This is a full-time, permanent, unclassified position. Hours are 7:00 a.m. to 3:00 p.m., Monday through Friday. Benefits include, but are not limited to:

- Paid vacation and sick days
- Health benefits (shared cost)
- Vision, dental and long term disability coverage (all voluntary)

Salary range is \$60,000 - \$65,000 annually.

Anyone who is interested in applying for these positions should contact this office in writing during the prescribed period.

This position will remain posted for five (5) working days.

A complete job description is hereto attached.

cc: Edroy Jenkins, DPW  
Vinnetta Singletary, DPW

Post: July 22, 2019



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P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

## SUPERVISOR, PUBLIC FACILITIES

### DEFINITION

Under direction of the Manager of Operations; manages and supervises the work of employees engaged in the construction, maintenance and repair of streets and sewers.

### EXAMPLES OF WORK

- Assigns and supervises the work involved in the upkeep of parks and grounds, all municipal buildings, the cutting, removal and replacement of trees, the cutting of grass and maintaining of shrubs.
- Responsible for the preparation, monitoring and control of the Operating Budget.
- Make investigations of complaints and takes proper action.
- Provides for and supervises the training of subordinates.
- Inspects and checks the work completed to see that proper procedures are followed; the reasonable standards of workmanship and output are maintained and that desired objectives are achieved.
- Ensures that proper safety precautions are taken by the crews at work and that proper procedures are taken to protect the public from injury.
- Prepares reports.
- Maintains needed records and files.
- Evaluates the performance of subordinates and makes recommendations.
- **Must be available for emergency call-back as scheduled.**

**SUPERVISOR, PUBLIC FACILITIES**  
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**QUALIFICATIONS**

**Education, Experience and Licenses**

- . Must possess a valid State of New Jersey Commercial Drivers License (CDL)
- . Must possess a High School Diploma
- . Five years of supervisory experience in work involving the construction, maintenance and repair of streets.

**Knowledge, Skills and Abilities**

- . Thorough knowledge of the proper procedures used in the cleaning, maintaining and repairing of streets.
- . Ability to direct subordinates and provide them with needed advice and assistance when difficult and unusual problems arise.
- . Ability to check the work of subordinates to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained and that desired objectives are achieved.
- . Ability to handle complaints properly and effectively.
- . Ability to prepare suitable reports and to establish and maintain records and files.
- . Ability to read, write, understand or communicate in English sufficiently to perform the duties of the position.
- . Job descriptions are in compliance with ADA regulations.