



Englewood

Human
Resources

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

PLEASE POST

January 17, 2020

TO: All Interested Parties

FROM: Human Resources *DWT*

SUBJECT: Available Position – Sewer Supervisor

The City of Englewood is seeking a Supervisor for the Department of Public Works in the Sewer Division. Qualified applicant must supervise the Pumping Stations and supervise the work of employees in the Sewer Division. Must have, or be in the process of obtaining, a C-3 License. Must have a valid New Jersey State CDL. Must be computer literate.

Send resume to:
City of Englewood
Human Resources
Attn: Victoria Banton-Pulley
2-10 N. Van Brunt St.
Englewood, NJ 07631



Englewood

Human
Resources

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

SUPERVISOR – SEWER DIVISION

DEFINITION

Under the direction of the General Supervisor, supervises the work of employees in the Sewer Division.

EXAMPLES OF WORK

- . Supervises the Pumping Stations
- . Supervises employees with sewer equipment, i.e. rodder machines, heavy equipment, etc
- . Supervises all of the work pertaining to the Sewer Division
- . Provides for and supervises the training of subordinates
- . Makes investigations of complaints and takes proper action
- . Prepares reports
- . Maintain needed records and files
- . Interacts with the City Engineer and his staff pertaining to sewer problems
- . Responsible for monitoring equipment to ensure safety of employees
- . Inspects and check work where necessary
- . Evaluates the performance of subordinates and makes recommendations
- . **Must be available for emergency call-back as scheduled.**

SUPERVISOR – SEWER DIVISION

Page 2

QUALIFICATIONS

- . Must have, or in the process of obtaining, a C-3 License
- . Must possess High School diploma
- . Must have a valid New Jersey State CDL
- . Must be computer literate

KNOWLEDGE, SKILLS AND ABILITIES

- . Through knowledge of sewer operations
- . Ability to direct subordinates and provide workers with needed advice and assistance when problems arise
- . Ability to handle complaints properly and efficiently
- . Must prepare records and maintain files
- . Must be able to interact with diversity in the workplace