

Worcester County Job Opportunities

DEPARTMENT:	DEPARTMENT OF PUBLIC WORKS – WATER & WASTEWATER
JOB TITLE:	CONSTRUCTION SUPERVISOR
COMPENSATION:	NON – CLASSIFIED (\$65,000- \$85,000 BASED ON QUALIFICATIONS)
WORK LOCATION:	WORCESTER COUNTY WATER AND WASTEWATER FACILITY- 1000 SHORE LANE BERLIN, MD 21811- OR SURROUNDING AREAS
WORK SCHEDULE:	MONDAY-FRIDAY 7:30AM-4:00PM
APPLICATION PERIOD:	UNTIL FILLED

MARYLAND STATE RETIREMENT: This position will automatically participate in the Maryland State Retirement System. Membership is mandatory for employees that work over 500 budgeted hours in the fiscal year. As a member, 7% of your budgeted annual salary will be calculated, divided by 26 and deducted from your biweekly paycheck and sent to your account at Maryland State Retirement System.

Job Summary: Serving under the direct leadership of the Water and Wastewater Superintendent, this position is directly responsible for budgeting, planning, directing, and administering the day-to-day activities of Water and Wastewater Division contractual construction crews and Divisional Construction Group.

General Requirements:

- Pre-employment background check
- Safety sensitive position requiring drug and alcohol testing. Cannabis is prohibited.
- Essential personnel subject to emergency call-back with little or no notice, could include nights or weekends as needed to manage projects.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

Essential Job Duties and Responsibilities:

- Supervises and schedules all contractual and in-house work crews and their equipment;
- Ensures completion of reports and work orders;
- Reviews and comment on construction plans and specifications
- Manages the installation of individual water and sewer service;
- Supervises repairs pertaining to water and sewer mains, and all collection holding tanks;
- Inspects and approves work of contractual and in-house construction crews
- Works with other utility companies in locating sewer and water lines;
- Supports and enforce the Worcester County Government Personnel Rules & Regulations;
- Supervises staff and makes recommendations for same regarding personnel matters in accordance with the County's personnel rules and regulations, including hiring and disciplinary action.
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed

- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required.

Qualifications and Skills:

- Possesses a valid driver's license and driving record of less than 4 points (MD).
- High school graduate or GED equivalent, plus 5 years experience in construction and reading construction drawings, preferably in a related area.
- Supervisory experience of at least 4 years and possess the ability to lead & instruct others
- Must possess the ability to operate backhoes, dump trucks, and skid steers.
- Able to train others on equipment and machinery of higher complexity.
- Willingness to assume responsibility and motivate others.
- Able to establish and maintain harmonious working relationships with staff and the public using tact, discretion, sound judgment, and professionalism
- Self-starter that takes initiative and has a sense of urgency
- Able to define problems, collect data, establish facts, and draw valid conclusions.
- Able to track costs, develop cost estimates, recommend budget needs
- Able to communicate effectively in writing and verbally with staff, public, and vendors
- Able to perform work correctly, accurately, and consistently
- Able to compose confidential and non-confidential correspondence and maintain confidentiality
- Able to follow verbal and written instructions; keep records and logs; complete written forms accurately
- Able to apply acquired knowledge to increasingly varied and complex tasks
- Able to meet deadlines timely and follow directions
- Able to work effectively with little supervision and minimal direction
- Able to work in a fast-paced environment with interruptions
- Able to maintain the highest confidentiality of personnel related information
- Experience with Microsoft Word and Excel preferred
- Must have a team-oriented work ethic and ability to collaborate

Known Hazards:

Heavy Work; Constant viewing and lifting over 10lbs; Frequent talking, hearing, bending, stooping, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects.