



# City of Auburn, Maine



Public Works Department

296 Gracelawn Road | Auburn, Maine 04210

207.333.6670 | [www.auburnmaine.gov](http://www.auburnmaine.gov)

A NATIONALLY-ACCREDITED PUBLIC WORKS AGENCY

## Public Works Supervisor

The City of Auburn is seeking applicants for the position of Public Works Supervisor. This fulltime, mid-management, working-supervisory position is responsible for managing the work productivity of several crew members as it relates to all highway maintenance and the department's mission. This position requires evaluating employee and work projects, planning, assigning work, maintaining proper discipline, preparing work schedules, expediting workflow, solving problems, demonstrating leadership, and possessing a keen sense of public relations and customer service. This position requires the ability to develop cooperative and supportive relationships with the public, management, co-workers, and crew members. This position requires the use of computer skills for creating reports, spreadsheets, documents, and email. This position also requires that the Supervisor live within thirty (30) minutes of the Public Works Garage. The city works from a MS Office platform and uses Brightly software for work order management and inventory control. Weekend, evening, and overnight shifts, and being available for on-call work, often in inclement weather, is also required.

Desirable training should include, but not be limited to: high school diploma or equivalent, current CDL Class B, prior supervisory and highway maintenance experience, working knowledge of public works heavy equipment and the maintenance thereof, oral and written communication, as well as the ability to comprehend and administer city and state laws, as well as the latest edition of the Manual Uniform Traffic Control Devices, Roadway Fundamental for Municipal Officials, and the Maine Local Roads Manuals.

The City of Auburn offers outstanding benefits, including low premium, low out of pocket expense health insurance for the employee and family. Dental insurance, vision insurance, tax free flexible spending accounts and a robust Wellness program for you and your family, as well as free or reduced gym memberships. We offer support both in person and virtually with our Anthem EAP program. Life insurance is provided for the employee and is an option for family coverage as well. Recognizing the work-life balance, the City offers 13 paid holidays, 12 days of vacation time, and 12 days of sick time annually. Parental leave is available during the birth of a child, if needed. Planning for the future is important for all our employees! We offer a 401a plan or the Maine PERS pension plan, as well as other supplemental retirement plans. And the City of Auburn is a qualified employer for the Public Student Loan Forgiveness program.

Salary range is \$60,465 to \$71,000 pay is dependent upon qualifications. Send cover letter, resume and three references to Christine Mumau, Human Resources Department, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext. 1416. E-mail address is [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov)



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Review of resumes will commence immediately and will remain open until the position is filled.

The City of Auburn is an Equal Opportunity Employer