



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

SUPERVISOR OF DISTRICT OPERATIONS *Public Facilities*

Salary and Benefits: \$92,158.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms

GENERAL STATEMENT OF DUTIES:

Under the general direction of the Director of Public Facilities or his/her designee, plans, administers, manages, and evaluates the activities and operations of assigned Public Facilities division(s). This position has administrative and managerial responsibility and is required to respond to all emergencies when so designated. This position reports to the Director of Public Facilities and may be assigned the responsibilities of any Public Facilities Division(s) at the discretion of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Supervises Roadway Division, Sanitation, Recycling, Lines & Signs and Transfer Station.
- Lays out, plans and directs the work of the several public works crews and their foreman engaged in road repair, street cleaning, garbage/recyclables collection, illegal dumping, line stripping, sign installation, meter repair, meter collection and emergency orders.
- Orders equipment and parts.
- Ensures that staff are adequately trained.
- Assumes responsibility for motivating and evaluating assigned supervisors and staff.

- Verifies the work of assigned personnel for accuracy, proper work methods, techniques, and compliance with applicable standards, specifications, and laws.
- Participates in the development of the annual budget for multiple divisions.
- Complies with all federal, state, and municipal environmental laws pertaining to the department and the assigned divisions, to include, interpretation and enforcement of codes covering solid waste and collection and storage practices, and health and environmental regulations pertaining to solid waste.
- Research new developments, methods, technologies, materials, and equipment in assigned areas, such as road construction and snow removal, and the care and maintenance of landscaped areas or solid waste and recycling collection and disposal, and based on research and analysis, prepares recommendations to improve productivity, effectiveness, and performance.
- Manages the city-wide snow removal, salting and sanding operations.
- Develops, updates, and enforces an aggressive safety program that reduces accidents and ensures compliance with OSHA regulations.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.

MINIMUM EDUCATIONAL REQUIREMENTS

- High school graduation
- Six (6) years of experience in a variety of public works activities, including at least four (4) of experience in a responsible supervisory capacity.
- An equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles of effective administration, to include planning, evaluating, directing, and supervising.
- Knowledge of the materials, methods and equipment utilized in the operation, construction, maintenance, and repair of municipal streets, sanitation, recycling, snow plowing operations, lines & signs, and the city transfer station.
- Ability to establish and maintain effective working relationships with employees and the public.
- Proficient understanding of all City safety rules and operating procedures.
- Ability to maintain proficiency and knowledge of current, upcoming and/or new regulations/legislation within areas of responsibility.
- Working knowledge of personal computers, including use of Microsoft Excel, Power Point, Word, and Outlook.

LICENSES AND CERTIFICATIONS

- Must possess a valid Driver's License. A valid Commercial Driver's License is preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, stand, twist, bend, talk, and hear. Ability to lift and carry objects in excess 75 pounds. Sufficient stamina and good health to perform sometimes strenuous physical labor.

- The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. Ability to work in poor weather conditions such as cold, heat, rain, and snow. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals or airborne particles, risk of electrical shock, and vibration.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

This position will require a pre-employment medical examination and drug testing.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

| | | | |
|----------------------|--|------|--|
| Position Applied for | | Date | |
|----------------------|--|------|--|

| APPLICANT INFORMATION | | | | | | | |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|--|--|
| Last Name | | First Name | | M.I. | | | |
| Mailing Address | | | | Apartment/Unit # | | | |
| City | | State | | ZIP | | | |
| Phone | | | E-mail Address | | | | |
| Commercial Drivers License (CDL) (Yes/No) | | | CT Drivers License (Yes/No) | | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Have you ever worked for the City of Bridgeport before? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | | | |

| EDUCATION | | | | | | | |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|--|--|
| High School | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| College | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| Other | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |

| REFERENCES | | | |
|---|--|--|--------------|
| <i>Please list three professional references.</i> | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |

| PREVIOUS EMPLOYMENT | | | | | |
|--|--|----|--|---|-----------------------------|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

| | | | | | |
|--|--|----|--|---|--|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES <input checked="" type="checkbox"/> | NO <input checked="" type="checkbox"/> |

| | | | | | |
|--|--|----|--|------------------------------|-----------------------------|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

| DEMOGRAPHICS | | | | |
|--|---------------------------------|--|--|---|
| <p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p> | | | | |
| GENDER: | FEMALE <input type="checkbox"/> | MALE <input type="checkbox"/> | HISPANIC or LATINO | |
| ETHNICITY: | WHITE <input type="checkbox"/> | ASIAN <input type="checkbox"/> | BLACK or AFRICAN AMERICAN <input type="checkbox"/> | AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> |
| NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/> | | TWO or MORE RACES <input type="checkbox"/> | | OTHER <input type="checkbox"/> |

| IN CASE OF EMERGENCY, PLEASE NOTIFY: | | | |
|--------------------------------------|--|--|---------------|
| Name: | | | Name: |
| Relationship: | | | Relationship: |
| Home Phone: | | | Home Phone: |
| Work Phone: | | | Work Phone: |
| Cell Phone: | | | Cell Phone: |

DISCLAIMER AND SIGNATURE

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.