

EMPLOYMENT OPPORTUNITY

PUBLIC WORKS SUPERVISOR

City of Owosso, Michigan

Salary Range: \$72,000–\$76,000 annually

The City of Owosso is seeking a qualified, motivated individual to serve as **Public Works Supervisor** within the Department of Public Services. This position is responsible for planning, directing, and overseeing the construction, maintenance, and repair of City infrastructure, including streets, sidewalks, water distribution and sewer collection systems, facilities, parks, grounds, and fleet equipment.

The Public Works Supervisor provides leadership and direction to department personnel, coordinates projects and daily operations, ensures compliance with applicable regulations and safety standards, and helps maintain reliable public services for the community.

Key Responsibilities:

- Plan, organize, assign, and supervise daily work activities of department personnel.
- Oversee the maintenance, repair, and operation of City infrastructure, streets, utilities, facilities, parks, grounds, and equipment.
- Conduct infrastructure inspections, prioritize repairs, and assist with long-term capital improvement planning.
- Manage contractors and ensure work complies with project specifications, City codes, and applicable regulations.
- Assist with departmental budgeting, monitor expenditures, and maintain accurate records and reports.
- Oversee municipal signage and traffic control systems.
- Respond to public inquiries and resolve complaints related to public works operations.
- Coordinate emergency response activities, including snow removal, water main breaks, and storm damage, with availability for 24-hour emergency response.

Minimum Qualifications:

- High school diploma or equivalent; technical training in public works, construction, or a related field is preferred.
- Michigan S-3 certification, with the ability to obtain S-2 certification within 24 months.
- Eight years of progressively responsible experience in public works construction, maintenance, repair, or related activities. Up to five years of the experience requirement may be waived with a two- or four-year vocational certificate or college degree.
- Valid State of Michigan Commercial Driver's License (CDL) and a satisfactory driving record, maintained throughout employment.
- Knowledge of public works operations, construction and maintenance practices, equipment, safety procedures, and applicable laws and regulations.

- Demonstrated leadership, organizational, problem-solving, communication, and interpersonal skills.
- Ability to work outdoors in varying weather conditions, operate public works equipment, attend meetings outside normal business hours, and respond to emergencies on a 24-hour basis.

The successful candidate will demonstrate sound judgment, initiative, professionalism, and the ability to work effectively with employees, contractors, City officials, and members of the public.

To Apply: Applications must be completed by the applicant and submitted to the City of Owosso, Human Resources Department, 301 W. Main Street, Owosso, MI 48867; emailed to hr@ci.owosso.mi.us or fax to 989-725-0526. Applications are available through the Human Resources Department or online at <https://www.ci.owosso.mi.us/Portals/0/Files/Forms/APPLICATION-CITYOFOWOSSO%20Fillin.pdf>.

Position open until filled.

The City of Owosso is an Equal Opportunity Employer.