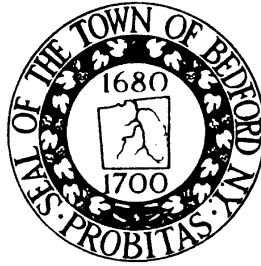


**TOWN OF BEDFORD
WESTCHESTER COUNTY, NY
DEPARTMENT OF PUBLIC WORKS**



The Town of Bedford has an opening for a Public Works Supervisor. Under the direction of the Commissioner and Deputy Commissioner of Public Works, the incumbent of this position is responsible for assisting in directing all activities of the Department of Public Works. The Department includes Highway, Water, Sewer, Recycling, and Fleet Maintenance divisions. The Supervisor will oversee daily DPW work tasks, with an initial focus on highway operations. Supervision will be exercised over forepersons, skilled and non-skilled public works employees.

Work includes:

- Inspects field operations of various divisions to ensure that work is being done efficiently and in accordance with standard operation and safety procedures of the Department;
- Prepares technical studies and reports, cost estimates and comparisons on various phases of the work of the Department as well as associated and proposed projects;
- Authorizes and purchases materials and supplies within established guidelines;
- Prepares bids and specifications, analyzes bids received and prepares recommendations to the Commissioner;
- Troubleshoots problems that arise in the field and resolves those issues, i.e. tree removal, street openings, emergency response – trees down, snow removal, water main breaks, etc.;
- Receives, investigates and replies to resident concerns;
- Interviews vendors and suppliers and evaluates products and services offered;
- Uses computer applications such as spreadsheets, word processing, e-mail and database software;
- Acts for the Commissioner in his/her absence

Required Knowledge, Skills, Abilities and Attributes: Good knowledge of the principles and practices of management and administration; construction methods, materials and equipment as applied to municipal public works; principles and practices of construction and maintenance of municipal facilities and public works projects; materials, methods and techniques utilized in the construction and maintenance of streets, highways, water, and sewers; ability to effectively supervise a variety of managerial, skilled, and unskilled employees engaged in public works activities; ability to establish and maintain effective working relationships with employees, Town officials and the general public; ability to express ideas clearly and concisely, orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; tact, good judgment; physical condition commensurate with the duties of the position.

Required Training and Experience: High school graduation or possession of a high school equivalency diploma and either: a) five years of supervisory experience over public works type projects including labor, equipment and materials management, and project cost estimating; or b) graduation from a recognized college or university with a Bachelor's Degree and three years of supervisory experience over public works type projects including labor, equipment and materials management, and project cost estimating,

Salary: Competitive salary offered commensurate with experience

Interested candidates should contact Kevin Winn, Bedford DPW Commissioner, at 914-241-2458 or kwinn@bedfordny.gov.