



THE CITY OF MUSKEGON
invites applications for the position of:

HIGHWAY SUPERVISOR

SALARY: \$23.94 - \$31.88 Hourly
\$49,802.88 - \$66,308.03 Annually

OPENING DATE: 12/14/18

CLOSING DATE: 01/18/19 05:00 PM

DESCRIPTION OF WORK:

Under the direction of the Public Services Superintendent, plans, organizes, and coordinates the day-to-day activities of assigned area(s), including Highway, Traffic, Forestry, Cemetery, and Marina. Responsible for assigned employees and contractors, capital needs assessment, budget preparation assistance, and policy and procedures recommendations.

REQUIRED MINIMUM ENTRANCE QUALIFICATIONS:

1. Associates Degree with additional specialized training in construction management, public works, or related field. Bachelor's degree preferred.
2. Five or more years of progressively more responsible experience in public works, including supervisory and administrative duties.
3. State of Michigan Class A Commercial Driver's License (CDL) with air brakes and tanker endorsement is required.

PHYSICAL CONDITIONS / WORK LOCATION:

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of moderate to heavy weight. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites, including visiting construction sites with treacherous terrain requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may encounter fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet, and may be loud in field situations.

**ADDITIONAL INFORMATION:
EVALUATION CONTENT**

ORAL EXAMINATION - 100%

The selected candidate must take a post-offer medical examination (including back screen and complete physical) and drug screening test given by a City appointed physician before the first day of employment. An offer of employment is contingent upon the results of the medical examination and drug screening test. Applicants for City employment may be subject to a post-offer criminal background check, depending on the nature and assignment of the position. When such check is conducted, an offer of employment is contingent upon the results of the criminal background check. Appointees must satisfactorily complete a probationary period before the appointment will be considered permanent.

APPLICANT REVIEW PROCEDURE

Any applicant is entitled to a review of any determination or action taken by the City regarding the applicant's employment application. Inquiries should be directed to the Muskegon County Human Resources Department.

PURPOSE

The purpose of this recruitment is to establish an eligible list from which to fill present and future vacancies in this classification in the City system. For each opening, the Department Head has her/his choice of the candidates who meet the required minimum entrance qualifications. This list remains in effect for *up to* one year unless exhausted or extended.

THE CITY OF MUSKEGON IS AN EQUAL OPPORTUNITY EMPLOYER

**THE CITY OF MUSKEGON HAS ADOPTED A VETERANS PREFERENCE POLICY THAT
RECOGNIZES QUALIFYING MILITARY SERVICE**

APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.muskegon-mi.gov//departments/civil-service/>

Please direct questions to:

Bryan D. West
Muskegon County Recruitment Coordinator
97 E. Apple Avenue
Suite 110
Muskegon, MI 49442
(231) 724-6443
westbr@muskegoncounty.net
