CITY OF FOSSIL
OREGON

Fossil City Hall
401 Main Street
PO BOX 467
Fossil, OR 97830

WE'RE HIRING!
Public Works Supervisor

CITY OF FOSSIL | PUBLIC WORKS DEPARTMENT

$30 per hour	19 hours per week	No Benefits (as specified)	Reports To Fossil City Council	Employment Type Part-Time

POSITION SUMMARY

The Public Works Supervisor is responsible for coordinating and overseeing the City of Fossil's public works operations to help maintain municipal infrastructure, public facilities, streets, and other city-owned assets. This position supports the safe, efficient, and reliable delivery of public works services in accordance with city policies, applicable laws, and direction provided by the Fossil City Council.

KEY DUTIES & RESPONSIBILITIES

- Coordinate routine maintenance and upkeep of city streets, public properties, facilities, and infrastructure.
- Monitor equipment, tools, and city-owned assets.
- Identify maintenance needs and recommend repairs or improvements.
- Assist with municipal water, wastewater, stormwater, or other public works systems (as applicable).
- Coordinate contracted services, repairs, and projects.
- Maintain records and monitor inventory and supplies.
- Follow safety procedures and applicable regulations.
- Respond to public service requests and communicate significant issues to the City Council.
- Provide regular updates to the City Council.
- Perform other related duties as assigned.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Ability to perform routine public works maintenance and related duties.
- Ability to operate and maintain tools and equipment safely, or willingness to obtain training.
- Strong communication skills with Council, contractors, coworkers, and the public.
- Ability to maintain work records and follow procedures.
- Valid Oregon driver's license (if required for duties).
- Ability to work independently, prioritize tasks, and complete assignments within the part-time schedule.

PREFERRED QUALIFICATIONS

- Previous experience in municipal public works, facilities maintenance, utilities, construction, or related field.
- Familiarity with public infrastructure and equipment operation.
- Experience coordinating maintenance projects, contractors, or public service activities.
- Relevant certifications or training for municipal systems and equipment.

HOW TO APPLY

Submit your cover letter, resume, and completed city application to the City of Fossil.

Applications will be reviewed until the position is filled.

Join our team and help keep Fossil a great place to live, work, and grow!

CITY OF FOSSIL | FOSSIL, OREGON

City of Fossil Public Works Supervisor Job Description

City of Fossil | Department: Public Works | Employment Type: Part-Time | Salary Range: $30 19 hours a week, no benefits| Reports To: Fossil City Council

Position Summary

The Public Works Supervisor supports the daily maintenance, repair, and operation of municipal infrastructure, facilities, equipment, and public spaces. This position performs a variety of field, maintenance, and customer-service tasks to help ensure streets, parks, buildings, utilities, stormwater systems, and other public assets remain safe, clean, functional, and well maintained.

The role requires reliability, teamwork, attention to safety, and a commitment to serving the public in a courteous and professional manner.

Essential Duties and Responsibilities

- Assist with maintenance, repair, and upkeep of City of Fossil property, including streets, sidewalks, parks, buildings, public grounds, rights-of-way, storm drains, and related facilities.
- Perform routine groundskeeping and janitorial tasks such as watering planters, mowing, trimming, cleaning, debris removal, painting, minor repairs, and general upkeep.
- Operate and maintain tools and equipment such as mowers, weed trimmers, hand tools, power tools, small machinery, vehicles, and other public works equipment as assigned.
- Assist with utility-related tasks, which may include reading, locking, unlocking, or inspecting water meters; performing routine water and well checks; clearing storm drains; and supporting routine system maintenance.
- Respond to service requests, citizen concerns, and routine public works issues in a timely and professional manner.
- Support public works projects, special events, seasonal maintenance, emergency response, and cleanup activities as directed.
- Inspect public areas for hazards, damage, maintenance needs, or unsafe conditions and report concerns to the appropriate supervisor.

- Maintain basic records of work performed, water and well checks completed, materials used, equipment condition, and service requests as required.
- Follow safety practices, policies, procedures, and applicable regulations while performing assigned work.
- Perform other related duties assigned to meet department and community needs.

Knowledge, Skills, and Abilities

- Basic knowledge of maintenance practices, tools, equipment, and materials used in public works operations.
- Ability to safely operate hand tools, power tools, vehicles, and small equipment.
- Ability to perform physical labor outdoors in varying weather conditions.
- Ability to understand and follow oral and written instructions.
- Ability to communicate courteously and effectively with coworkers, supervisors, contractors, and members of the public.
- Ability to work independently and as part of a team.
- Ability to maintain accurate basic records and report work progress or issues.
- Commitment to workplace safety, public service, and responsible stewardship of public resources.

Minimum Qualifications

- High school diploma or GED, or an equivalent combination of education and experience.
- Previous experience in maintenance, construction, landscaping, utilities, facilities, janitorial work, or a related field is preferred. Heavy equipment operating experience is a plus but not required.
- Valid driver's license with an acceptable driving record may be required.
- Ability to obtain job-related certifications, licenses, or training as required by the employer.

Physical Requirements and Working Conditions

- Work is performed both indoors and outdoors, including exposure to weather, noise, dust, traffic, uneven terrain, and other field conditions.
- Position may require standing, walking, bending, kneeling, lifting, carrying, pushing, pulling, climbing, and operating equipment for extended periods.
- Must be able to lift and carry materials or equipment consistent with employer policy and the essential functions of the position.

- May be required to work early mornings, evenings, holidays, overtime, emergency response events, and alternate weekends, including storms or other public safety situations.

Employment Standards

This job description describes the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be modified to meet operational needs.

The City of Fossil is an equal opportunity employer and considers applicants without regard to legally protected status. Reasonable accommodation may be made to enable qualified individuals to perform the essential functions of the position.