



## Human Resource Division

Eileen T. Sedillo  
Human Resource Director

Chris A. Najjar  
Chairman - District 5

Janice C. Varela  
Vice-Chair - District 2

Rock G. Ulibarri  
Commissioner - District 1

Arthur J. Padilla  
Commissioner - District 3

Maria L. Martinez  
Commissioner - District 4

Vidal Martinez, Ed. D.  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of Public Service Operations Supervisor. The Public Service Operations Supervisor is responsible for managing the day to day operations of the County Public Service Operations Division, to include the operations of the transportation and environmental services.

The position description of work includes but is not limited to budgeting and financial requirement for the operations and public works projects with available funding sources and obtaining grant funds; supervision of operations personnel to insure the planning, completion, and evaluation of all work in compliance with County policy. Planning, developing and implementing policies and procedures for the effective operations and completion of projects. Directing and supervising professional service providers on public works projects authorized by the county. Communicating with and serving the needs of the general public and county administration.

The position requires fiscal and personnel management experience and education in related fields of public service.

#### **SUPERVISORY POSTIONS RANGE I:**

Salary: \$37,100.00 \$70,000.00

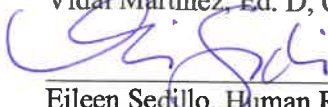
#### **DEADLINE:**

Open until filled.

Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at the San Miguel County Administration Complex, 500 West National, Suite 202, Las Vegas, NM. You may also obtain an application and a job description on the San Miguel County's Web Site at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Vidal Martinez, Ed. D, County Manager

12/27/18  
Date

  
Eileen Sedillo, Human Resource Director

12.27.18  
Date

Published: \_\_\_\_\_, 2019.

Administration Complex - 500 W. National Ave., Suite 202 - Las Vegas, New Mexico 87701  
(505) 425-1557 phone (505) 426-3086 fax [eileent@co.sanmiguel.nm.us](mailto:eileent@co.sanmiguel.nm.us)

**SAN MIGUEL COUNTY  
PUBLIC SERVICE OPERATIONS DIVISION  
PUBLIC SERVICE OPERATIONS SUPERVISOR  
JOB DESCRIPTION**

**SUPERVISORY POSITION RANGE I:**

**SALARY: \$37,100.00-\$70,000.00**  
**STATUS: EXEMPT POSITION**  
**FLSA: EXEMPT**

**DEFINITION:**

Management and operations responsibilities to insure safe, efficient and productive delivery of County Transportation and Environmental Services within San Miguel County. Responsibilities are performed and evaluated under the direct supervision of the County Manager, may be required to work in concert with the County Manager on various County administrative responsibilities, collaborates with the County Commission and General Public to disseminate public information on matters being worked on and represents the County at various meetings, trainings, and conferences In-State and Out-of-State. Required to work beyond normal working hours.

**GENERAL SCOPE OF WORK:**

Management of personnel, fiscal, and capital assets required to perform daily transportation maintenance and construction services and environmental and septage storage, collection, transportation and disposal and production of services provided by San Miguel County.

Develops and administers policies and procedures necessary to allow for the safe and efficient delivery of these services, to include preparing funding requests, reporting, tracking and accounting of all public funds utilized to deliver such services and utilized to complete capital projects. Instructs and directs personnel within the division to perform duties, comply with policies, and work to achieve delivery of services in a safe, timely and efficient manner. Procures and directs professional services to accomplish technical tasks necessary for the completion of various projects. Plans, budgets and coordinates with other division supervisors to develop service rates for solid waste customers. Shall be assigned special projects by the County Manager.

**DESCRIPTION OF WORK PERFORMED AND RESPONSIBILITIES:**

Responsible to insure a solvent and service oriented operation within the area of County transportation projects and environmental waste operations by providing administrative support and direction to the Transportation Foreman, and Environmental Service Foreman. Perform other duties to assist in the delivery of County government service as may be directed by the County Manager.

Transportation Service includes but is not limited to County roads, bridges, street lighting, signage, drainage, and crusher operation. Environmental Service including but not limited to County Solid Waste services include the storage, collection, transportation and disposal of solid and septage collecting, processing, producing and marketing.

Creates a positive work environment by establishing policies and procedures relative to the responsibilities of the division, communicates said policies and expectations to all employees, accepts input from all employees and holds employees accountable for their work and actions.

Evaluates needs in the area of service being delivered, plans to establish procedures necessary to address the current needs, insures the continuation of services being provided and plan for the expansion of operations to improve in the areas of road maintenance, road construction, and environmental services efficiency and septage processing and compost handling.

Responsible for understanding the requirements of and seeks funding sources utilized to offset expenses for transportation and environmental service operations. Plans prepares and recommends annual operational budgets necessary to cover the costs of all aspects of transportation and environmental services to include personnel, benefits, travel, fuel maintenance, contracts, and capital outlay projects.

Review existing funding sources, propose changes to service rate-structures, and propose projects that could be funded through debt process, and prepares applications for funding from outside grant/ loan sources the County may be eligible to complete transportation or environmental projects.

Responsible to maintain records to include contracts, prepares and maintains procurement documents, receiving reports and lease agreements utilized by the division. Will also be responsible to ensure the contracts are current and all contract stipulations are being met by the vendor.

Directs subordinates to perform duties to accomplish the work planned, to meet day to day service delivery, to complete projects on a timely basis by establishing and adhering to schedules, and to meet the demands of the materials, equipment and man power needed to complete an assignment or project.

Meets with, instructs, directs and evaluates subordinates in the performance of their duties. Completes the necessary documentation to report the actions of required or on a scheduled basis. Insurers personnel documentation is appropriately filed in the County Human Resource Office in a timely manner.

Is familiar and has access to all policies to insure compliance by all Transportation and Environmental Waste employees policies to include but not limited to, Public Service Operating Procedures, County Personnel Rules and Regulations, County Safety Policies, County Administrative Regulation's etc.

Provide timely reporting of accidents or incidents involving transportation and Environmental operations employees and equipment. May be required to follow up with additional reports for insurance claims. Will also be required to provide timely responses to resident complaints relative to transportation condition and/or environmental operations, and tort claim notices.

Identifies Professional Services required to plan, design, inspect, and construct various transportation projects that will benefit the County transportation network of over 500 miles of County roads, to include bridges, drainage structures, street lighting and crusher operations.

Develops Request for Proposals to solicit professional services needed to completes scope of work identified. Supervises the advertisement and the selection process in accordance with procurement policy. Makes procurement recommendations.

Develops and retains maintenance and use record for all equipment utilized in the transportation and solid waste operations shall be created, such record to include inventory of all equipment, maintenance performed, repairs completed, cost incurred and fuel and oil usage shall be recorded, equipment records shall be maintained and quarterly reports shall be filed with the Fleet Management Office.

Develop and maintains, records and reports monthly identifying work completed by Public Service Operation, to include requests for services, complaints filed, type of wok completed, materials used, man hours invested, total costs included, etc. Such reports to be submitted to County Manager/County Commission monthly.

Responsible to plan, designs, inspect, complete and processes payments for various County transportation projects to be contracted out for construction. Coordinates such work with County Road Forman so as to insure review of drawings, plans, specifications, inspection and payments of transportation projects contracted out to private contractors.

Presents, prepares and delivers presentations, reports, testimony, and general comments on work performed by Public Service Operations to the County Manager and the County Commission at public hearings, to various boards and committees, citizens, state and/or federal agencies as directed by the County Manager or/as dictated by the administrative work performed.

Travels In-State and Out-of-State and represents San Miguel County at various meetings, seminars, training sessions and field trips that may be assigned and/or required with job responsibilities or as directed by the County Manager.

Meets and collaborates with various San Miguel County Elected Officials, Supervisors, Employees and County Citizens in the discussing, planning and solving matters of similar interests or responsibilities.

### **EDUCATION AND QUALIFICATIONS:**

High School Diploma or GED and Post-Secondary Education required, preferred Bachelor's Degree or Masters.

Minimum: 5 years' experience in Business/Financial Management Position.

Minimum: 5 years' experience in local government agency performing in the delivery of public service, to include planning, budgeting, procurement, project development, project construction and project reporting.

### **SPECIAL QUALIFICATIONS:**

- Shall possess a valid New Mexico Driver's License and shall be insurable by the County insurance carrier.
- Experienced in application of State Procurement Code. Shall comply with and adhere to State and County procurement policies when applicable in the procurement of all goods and services to be purchased or acquired.
- Experienced in financial budgeting and personnel management with emphasis in personnel matters.
- Training, licensing, or minimum of 5 years' experience in planning, designing, construction infrastructure projects.
- Experienced in grant writing and administration. Insures the appropriate funding requests, grant tracking activity, grant reporting and grant reimbursement requests.
- Communicate effectively in writing and speaking with others.
- Proficient in the use of computer application such as Microsoft, Word and Excel and utilization and application of spreadsheets.
- Shall be available to work and be called out at various hours and in various weather conditions.

### **WORK ENVIRONMENT:**

Works in office setting 40%

Meetings and outside office meetings 20%

Visit and supervise field work setting 25%

Buildings workshops and other facility meetings 15%

**PHYSICAL REQUIREMENTS:**

Walk 25%, Lifts 15%

Primary work position: Stand 25%, Sit 10%, Bends 10%, Runs 5%, Climbs 10%,

Listening, seeing and utilizing arms and hands regularly.

Bends, climbs, grabs and squats occasionally.

**JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS ON** April 28, 15

  
County Manager

5/6/15  
Date

  
Human Resource Supervisor

5/7/15  
Date

Supervisor

Date

Employee

Date