

CITY OF RUTLAND
ATTN: HUMAN RESOURCES
P.O. BOX 969
RUTLAND, VT 05702
(802) 774-7811
JUDYF@RUTLANDCITY.ORG

Highway Operations Supervisor/Technical Assistant

The City of Rutland is seeking applicants for a full-time Highway Operations Supervisor/Technical Assistant. The ideal candidate will have a Bachelor's degree in civil engineering, construction management, land surveying or related technical field, minimum of three years practical experience to include safety, highway operations and grant writing.

Must be able to establish and maintain good working relationships with others, present information to diverse groups, and lead by example to maintain a respectful, safe and supportive work environment that embraces diversity and treating everyone with courtesy, dignity and fairness.

This position is responsible for the implementation of daily work and special projects, managing and supervising Streets and Equipment Maintenance Division, supporting project managers in the engineering department by preparing seasonal work schedules, project cost estimates, material quantity take-offs, construction drawings and specifications, identify department-wide grant opportunities and prepare grant applications, and manage a department-wide safety program.

For a detail job description please contact Judy Frazier, HR Director at (802) 774-7811 or email at judyf@rutlandcity.org. Cover letter and resume may be ailed to the same address, or mailed to: City of Rutland, Attn: HR Director, P.O. Box 969, Rutland, VT. 05702.