

CAREER OPPORTUNITY

CITY OF BRISTOL, TENNESSEE

Position: Assistant Public Services Manager

Closing Date: Until filled

Salary: \$73,403.89 - 91,754.88/yr BOQ

Are you looking for career growth in a valued position with a team-oriented culture?

If so, we want you on our team, adding value to our dynamic Public Works Department!

Move forward in your career while we invest in your future through paid training and development opportunities.

POSITION DESCRIPTION:

The Assistant Public Services Manager assists in the supervision of the Street and Solid Waste divisions and supports the Public Services Manager in ensuring departmental operations meet City standards and public expectations for quality service.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in overseeing Streets and Solid Waste Divisions, including street cleaning, mowing, paving, patching, snow removal, sidewalk construction, storm drainage repairs, refuse collection, brush and bulk collection, and special event support
- Supports scheduling, task delegation, and supervision of work crews; helps to train, coach, and motivate staff to meet performance expectations and uphold safe practices
- Performs administrative support tasks such as processing purchase requisitions, preparing reports, managing timekeeping records, and supporting budget development
- Attends departmental or interdepartmental meetings as needed
- Assists in the coordination and execution of special events, including event setup, traffic control, cleanup, and interdepartmental coordination
- Responds to public inquiries via phone, email, or in person and supports public/media relations as delegated by the Public Services Manager
- Maintains availability to respond to emergencies, including after-hours weather events such as snow or ice removal
- Collaborates with City departments (e.g. Police, Fire, Engineering) to ensure effective execution of public services and projects
- Responsible for documenting work activities, equipment use, and task completion in the City's asset management software to ensure accurate tracking of maintenance and repair work
- Performs other related duties as required

SKILLS AND REQUIREMENTS:

- High school diploma or GED required, Associate's degree in public works, construction management, or a related field preferred. Minimum of 5 years of experience (or 7 years with no degree) in street maintenance or public works operations with 2 years of supervisory experience, or an equivalent combination of education, training, and experience
- Must possess and maintain a valid driver's license
- OSHA 10 Hour-Construction certification required
- Familiarity with erosion and sediment control, stormwater management, and construction standards preferred
- Familiarity with municipal codes related to street repairs and traffic control procedures
- Strong leadership skills with the ability to train, motivate, and supervise employees effectively
- Proficiency in operating heavy equipment used in street maintenance (e.g., pavers, graders)
- Competence in recordkeeping systems for tracking routes, schedules, material usage, and vehicle maintenance logs
- Ability to communicate effectively both orally and in writing with team members, supervisors, contractors, and the public
- Proficiency in Microsoft Office and other standard software tools
- Ability to respond promptly to emergencies or service disruptions while maintaining safety standards

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work may include exposure to difficult working conditions (e.g., extreme heat or cold)
- Office work in standard conditions with moderate noise; Frequent fieldwork in adverse weather and around traffic
- Regular use of computer systems, phones, and communication tools
- Occasional lifting of equipment or supplies; traversing between job sites may be required

To be considered, candidates must complete an online application at:

<http://bristoltn.gov/jobs.aspx>

THE CITY OF BRISTOL TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER. OUR GOAL IS FOR OUR WORK FORCE TO BE REPRESENTATIVE OF THE WORKING POPULATION OF BRISTOL, TENNESSEE. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, AGE, VETERAN STATUS, SEXUAL ORIENTATION, DISABILITY, RELIGION OR ANY OTHER CLASS PROTECTED BY FEDERAL OR STATE LAWS AND REGULATIONS IN ALL MATTERS PERTAINING TO EMPLOYMENT AND PROMOTION; WE WILL NOT TOLERATE DISCRIMINATION ON THE PART OF MANAGERS OR SUPERVISORS. WOMEN, MINORITIES AND THE DISABLED ENCOURAGED TO APPLY. ALL APPLICANTS SUBJECT TO BACKGROUND CHECK, PHYSICAL EXAMINATION AND DRUG SCREENING.