

# **POSITION OPENING**

## **CITY OF STURGEON BAY MUNICIPAL SERVICES CREW SUPERVISOR**

Supervisory, administrative work, and leadership skills involving day-to-day operations of Municipal Services Department including the maintenance and servicing of City facilities, vehicle and equipment fleet, public streets, storm sewers, refuse and recycling collection, and City parks and waterfront. Position will also have a varied involvement with creating operating and capital budgets, writing purchase specifications, and obtaining quotes.

Work involves responsibility for supervising the safe, timely and effective maintenance of City streets, storm sewer systems, street signs, City fleet and the collection of refuse and recycling. Duties include assisting the Director of Municipal Services in the planning and supervising of Municipal Services crew and occasionally coordinating operations with other departments. This position also has the responsibility for making Municipal Services operations and service decisions. Work requires that the employee have considerable knowledge, skill and ability in all Municipal Services operations. Ideal candidate will have computer skills and experience with Microsoft Office software.

Provides assistance to the Director of Municipal Services in the development and implementation of policies, programs, practices and procedures required to lead and manage the Municipal Services department.

Annual salary \$57,518 - \$86,282 DOQ. Send cover letter, resume, references and completed application form to: City of Sturgeon Bay, City Clerk/Human Resources Director, 421 Michigan Street, Sturgeon Bay, WI 54235. Application available at [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org); City Hall, 421 Michigan Street, or Municipal Services, 835 N. 14<sup>th</sup> Ave. Applications are being accepted through February 12, 2024.