

Mayor
Diana Murillo

820 HWY 478
Anthony NM 88021
Phone: 575-882-2983



Board of Trustees

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The City of Anthony, NM is accepting applications for the following position:

Public Works Supervisor

Department: Public Works

Reports to: Mayor

FLSA: Non-Exempt Full Time, Permanent

Pay Band: C2 (\$21.99-\$25.79 Hr.)

Minimum Qualifications: Candidate must have a High School diploma or GED and a valid drivers license. Five (5) years of building maintenance, building trades or construction experience. And one (1) year experience in pavement and structural construction including training or experience in surface finishing of concrete and asphalt. Position requires an acceptable driving record in accordance with City of Anthony policy. Must pass a thorough background check. Must be able to work weekends and respond to emergency/on-call situations.

Applicants **must** submit the following to be considered:

1. Letter of Interest
2. Resume
3. Three verifiable references

Application deadline: **May 16, 2025**. Packets may be submitted in person at 820 Highway 478, and Anthony NM 88021 or by email to bhidalgo@cityofanthonymn.org with subject line: **Public Works Supervisor**.

**CITY OF ANTHONY
PUBLIC WORKS SUPERVISOR**

JOB DESCRIPTION

Department: Public Works
Reports To: Mayor or City Clerk
FLSA Status: Non-Exempt
Approved Date: August 07, 2013

JOB SUMMARY:

Supervises the daily operation of the Public Works Department and its personnel. Performs manual labor; uses tools and equipment required to maintain, repair, and construct street, drainage, and alley systems. Performs landscaping of city parks, walking paths, and facility grounds. Enforces city regulations concerning animal control, rubbish & weed control, graffiti abatement and performs other complex code enforcement duties.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible and supervises the cleaning and washing, maintaining and servicing of tools and equipment
2. Supervises and participates in all phases of street, drainage and alley maintenance, repair and construction
3. Loads and unloads materials and equipment.
4. Uses and supervises the use of hand saw, skill saw, chain saw, drill press, vibrator, bolt cutter, pick, axe, air compressor, jackhammer, cutting torch, and various weight hammers.
5. Reads and understands written job instructions and plans.
6. Writes reports by hand or on computer.
7. Uses good judgment to work safely and use equipment properly.
8. Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds of maintenance tools and equipment.
9. Climbs, crawls, kneels, squats, stoops and bends freely when repairing, constructing, or maintaining streets and alleys, including the removal of graffiti.
10. Sits or stands for extended periods of time while performing street repairs.
11. Hear clearly when working around equipment and in traffic.
12. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather.

13. Some exposure to dust, fumes, and loud noises that routinely encountered in street and alley maintenance operations.
14. Must communicate effectively and courteously with other City employees and the public.
15. Enforces and supervises the enforcement of animal control regulations and other complex code enforcement duties.
16. Supervises and performs graffiti removal on an as-needed basis.
17. Supervises all duties of Maintenance Workers I-III and the Public Works Department.
18. Prepares monthly reports concerning the department for submittal to the Mayor and Board of Trustees.
19. Assists Maintenance Worker I, II and III with duties as needed.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Must have a High School diploma or GED and valid driver's license. Five (5) years of building maintenance, building trades or construction experience required and one (1) year experience in pavement and structural construction including training or experience in surface finishing of concrete and asphalt. Position requires an acceptable driving record in accordance with City of Anthony policy. Must pass a thorough background investigation. Must be available to work on weekends and respond to emergency/on-call situations.

KNOWLEDGE, SKILLS AND ABILITIES:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Knowledge in operating and maintaining the following equipment and tools;
 1. Pickup Truck – Graffiti Vehicle
 2. Hand Saws
 3. Skill Saws
 4. Drills
 5. Vibrators
 6. Bolt Cutters
 7. Picks
 8. Axes
 9. Air Compressors
 10. Jackhammers
 11. Cutting Torch 2
 12. Various Weight Hammers
 13. Chain Saw
 14. Drill Press
 15. Fork Lift
 16. Backhoe/Loader
 17. Ditching Machine
 18. Boring Machine
 19. Motor Grader
 20. 920 Loader
 21. Tractor Mower/Push Mower
 22. Mobile Radio
- Knowledge of electrical and plumbing systems.
- Knowledge of a variety of standard welding methods and materials.
- Knowledge of pipes, and welding.
- Ability to comprehend technical manuals and blueprints.

- Knowledge of landscape maintenance.
- Knowledge of ability to use hand and power tools to perform standard repairs for same. Ability to monitor condition of and to develop preventive maintenance schedules for same.
- Ability to monitor building and facility operations, and implement preventive maintenance schedules.
- Ability to coordinate work schedules with maintenance crew to meet established deadlines and area needs.
- Knowledge of the City Charter, related ordinances and policies, procedures, and regulations governing municipal government.
- Knowledge of code enforcement rules, regulations and procedures.
- Demonstrated ability to function efficiently and productively as a team member, with all the interpersonal skills required to build and maintain cooperative working relationships with a variety of individuals and work groups. Ability to effectively implement the goals and needs of the department while still complying with relevant policy.
- Maintains grounds in clean and orderly manner including mowing, trimming, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; maintains grounds maintenance equipment; trims tree branches that create hazardous situations; installs and maintains drinking fountains; repairs/replaces hot water heaters.

SPECIAL REQUIREMENTS:

- Verbal/visual/hearing demands are required and are essential with citizen contact, telephone communication and when receiving any instructions from the Mayor and/or City Clerk.
- Must be willing to work irregular hours.
- Willingness to work outside in inclement weather.

PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Work is performed in work zones on, or around city roadways, maintenance facilities, and outside environments with exposure to inclement weather; may be exposed to fumes and airborne particles, moving mechanical parts, and toxic or caustic chemicals; the noise level in the work environment is usually loud; employee is occasionally exposed to high precarious places and risks of electrical shock and/or vibrations.

During a typical work shift, this job involves the following essential and frequent demands.

1. 18-40 degree temperature range (winter months) working until job is complete.
2. 70-100 degree temperature range (summer months) working until job is complete.
3. Involves working under extreme temperature swings when temperature drops because of a cold front.
4. Involves working indoors and outdoors.
5. Involves working around mechanical hazards when operating all equipment and tools.
6. Involves working around chemical hazards when using weed killer spray.
7. Involves working around mechanical hazards. The mechanical parts of various equipment used to perform all job duties.