

City of Grants Pass

Job Opportunity

Public Works

Business Operations Supervisor

\$27.42 to \$34.70 per hour



If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!



### SUMMARY OF POSITION

The City of Grants Pass is seeking an individual looking to make a difference in their community. If you are looking for a new and exciting challenge why not join the Public Works Administration Team!

The Public Works department is comprised of the Water, Wastewater, Transportation, Stormwater, Fleet Services and Geographical Information Systems divisions. The Public Works Business Operations Supervisor is a new position within the Public Works Division which is one of the fastest growing divisions in the City. The position was created to help the department with financial services, capital project budgeting and day to day supervision of support staff.

The Business Operations Supervisor will:

- Review, approve and administer contract documents related to design, project scope and budget .
- Review and analyze bid documents for compliance and prepare bid award recommendations
- Administer engineering and construction contracts
- Provide capital budget coordination
- Work with the Finance and Public Works departments to generate revenue projections in addition to Operations and Maintenance budget creation

The successful candidate will participate in the completion of the City's updated transportation system master plan, the implementation of the new stormwater utility and MS4 Phase II permit, prioritizing and implementing major capital improvements from the City's master plans and play an important role in the rehabilitation of the City's aging infrastructure.



Public Works Administration Staff

Applications will be accepted until:

**July 19, 2019  
at 5:00pm**

**APPLY ONLINE  
TODAY**

www.grantspassoregon.gov

Human Resources

541-450-6050