

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 601 23rd Avenue
P. O. Box 1430
Meridian, Mississippi 39302-1430
(601) 485-1931

AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI

LABOR SUPERVISOR (4028)

Up to a maximum of \$43,924

OPENING DATE: November 15, 2023

CLOSING DATE: Applications will be accepted until **Noon on December 4, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Prioritizes and distributes work assignments to an assigned work crew; schedules staff; monitors work performance; trains new and existing employees regarding work assignments and policies and procedures; answers questions and provides counseling when required; keeps track of work hours and overtime; maintains employee time cards. Operates city-owned vehicles. Ensures city, state and federal safety codes and guidelines are followed by assigned work crews; adheres to OSHA regulations regarding proper uniforms and protection for workers. Supervises and oversees assigned crew and equipment operators in the safe repair and installation of water and sewer lines, laterals, services, meters, pumps, valves, fire hydrants and other water and sewer-related items. Constructs new structures on city-owned property; determines materials and supplies needed for individual projects. Performs road construction and maintenance at assigned sites. Maintains the lawn and grounds for various city-owned property. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by vocational/technical training in construction and building maintenance, equipment operation or related; supplemented by three (3) years previous experience and/or training that includes supervision of construction of buildings, water and sewer installation and repair, and the operation of heavy equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Mississippi Driver's License.

EXAMINATION: The examination will consist of satisfactory proof of completion of Minimum Qualifications as stated above constituting 70% of final score and 30% to be derived from the oral interview, totaling 100%. The total composite score must be 70 or above to be considered for the position. Applicants deemed to have met the Minimum Qualifications will be notified of the date, time, and location of the oral interview by the Civil Service Administrator. No test will be rescheduled regardless of circumstances. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement.** False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall

constitute a failure in the examination. Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application. The Civil Service Examining Board reserves the right to curve the test and results may be curved in accordance with the guidelines provided by the test provider and based upon the needs of the department.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.

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