TOWN OF BROOKLYN
TOWN MAINTENANCE SUPERVISOR

POSITION ANNOUNCEMENT & EMPLOYMENT APPLICATION

The Town of Brooklyn is seeking a dependable, experienced Town Maintenance Supervisor to oversee day-to-day maintenance operations and help keep the community safe, clean, and in good working order.

Position Summary

This position supervises maintenance employees and coordinates maintenance of streets, parks, town-owned buildings, equipment, and utilities, including water, sewer, and electric systems. The supervisor plans daily work, responds to service needs, and provides operational updates and recommendations to Town leadership.

Key Responsibilities

- Staff Supervision: Plan daily work assignments; assign and prioritize tasks; train employees; review and approve timesheets; evaluate employee performance.
- Streets & Roads: Oversee pothole patching, crack sealing, street signs, culverts, ditching, snow and ice removal, and street sweeping.
- Parks & Grounds: Maintain the town park, ball fields, shelter house, playgrounds and playground equipment; coordinate mowing, trimming, landscaping, and grounds upkeep.
- Town Buildings: Maintain Town Hall, the maintenance garage, and other town-owned facilities; coordinate plumbing, electrical, HVAC, and general repairs.
- Water, Sewer & Drainage: Assist with water main breaks, meter repairs, hydrant flushing, lift station checks, and storm drain maintenance; support electric utility maintenance as assigned and within qualifications.
- Equipment & Fleet: Maintain and coordinate repairs for town trucks, backhoe, mowers, tractors, and snowplows; keep maintenance logs and fuel records.
- Budget & Purchasing: Order supplies and parts; obtain quotes; track inventory; and make budget recommendations to the Town Council.
- Safety & Compliance: Enforce safe work procedures; maintain required records; and support compliance with applicable OSHA, IDEM, and INDOT requirements.
- Community Support: Assist with town events, festivals, and cleanup days; respond professionally to residents' concerns and work orders.

Minimum Qualifications

- High school diploma or GED.
- Valid Indiana driver's license; commercial driver's license (CDL) requirements are described below.
- Ability to operate heavy equipment, including a backhoe, dump truck, and snowplow.
- Ability to lift 50+ pounds and work outdoors in all weather conditions, with or without reasonable accommodation.
- Must live within reasonable distance of Brooklyn to support emergency on-call response.

Preferred Qualifications

- Two (2) or more years of supervisory experience.
- Indiana Class B CDL license or ability to obtain within six (6) months of hire.
- Five plus years' experience in public works maintenance.

Benefits

Paid holidays • Paid vacation • Town-paid employee-only health insurance • Town-provided work vehicle for on-duty use

How to Apply

Submit resume and completed Town application to the Town of Brooklyn at 10 E Mill St, Brooklyn, IN 46111. Office hours are Monday, Tuesday, Thursday, and Friday from 8AM-4:30PM, Wednesday 8AM-12:00PM.

The Town of Brooklyn is an equal opportunity employer. Employment is subject to applicable Town policies and job-related requirements.

TOWN OF BROOKLYN

Employment Application

Position applied for: Town Maintenance Supervisor Date: _____

Applicant Information

Full legal name

_____

Street address / City / State / ZIP

_____

Phone number

_____

Email address

_____

Earliest available start date

_____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Can you meet the emergency on-call response requirement (within approximately 20 minutes from Brooklyn)? ☐ Yes ☐ No

Licenses, Certifications & Skills

Indiana driver's license: ☐ Yes ☐ No CDL: ☐ Yes ☐ No CDL class: _____

CDL expiration date: _____ Endorsements / restrictions: _____

Other certifications: _____

Equipment operated (check all that apply): ☐ Backhoe ☐ Dump truck ☐ Snowplow ☐ Tractor ☐ Mower ☐ Other: _____

Employment History

Employer 1 — Name / City / State: _____

Job title: _____ Dates employed: _____

Supervisor / Phone: _____

Main duties / supervisory responsibilities: _____

_____

Employer 2 — Name / City / State: _____

Job title: _____ Dates employed: _____

Supervisor / Phone: _____

Main duties / supervisory responsibilities: _____

_____

Employer 3 — Name / City / State: _____

Job title: _____ Dates employed: _____

Supervisor / Phone: _____

Main duties / supervisory responsibilities: _____

_____

Education

Highest education completed: ☐ High school diploma ☐ GED ☐ Other: _____

School / Training program: _____

Relevant Experience

Briefly describe your public works, utility, road maintenance, equipment repair, or construction experience:

_____

_____

_____

_____

Describe your experience supervising staff, assigning work, and managing emergencies or snow response:

_____

_____

_____

_____

Professional References

Reference 1 — Name: _____ Relationship: _____

Employer / Position: _____ Phone / Email: _____

Reference 2 — Name: _____ Relationship: _____

Employer / Position: _____ Phone / Email: _____

Reference 3 — Name: _____ Relationship: _____

Employer / Position: _____ Phone / Email: _____

Availability & Additional Information

Available for emergency callouts, weekends, and inclement-weather response? ☐ Yes ☐ No

Additional qualifications or information you would like the Town to consider:

_____

_____

_____

Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that material misrepresentations or omissions may result in disqualification or, if employed, disciplinary action up to and including termination, consistent with applicable law and Town policy. I authorize the Town to verify job-related information provided in this application, as permitted by law. This application does not create a contract of employment.

Applicant signature: _____ Date: _____

Town use only — Received by: _____ Date: _____