

OFFICE OF RAPIDES PARISH CIVIL SERVICE



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Administrative Specialist

Civil Service Board
Zebulon Winstead, Chairman
Christopher Hall, Vice-Chairman
Dr. John M. Marks Jr., Member
Stanley Miller, Member
Marla West, Employee Member

JOB ANNOUNCEMENT NOTICE **#2024-05**

Opening Date: **1/3/2024**

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE
Supervisor

CLASS RANGE
16

MINIMUM SALARY
\$31,350.24 annually
+ benefits

NATURE OF POSITION

- Supervise the work of laborer and inmate crews.
- Operate parish equipment including welding equipment.
- Remove and replace concrete structures.
- Construct and repair bridges.
- Set culverts.
- Patch potholes and repair asphalt.
- Build catch basins.

COMPETENCIES/PHYSICAL DEMANDS

- Able to operate basic office equipment and specialty equipment.
- Able to be trained to operate any piece of parish equipment.
- Have knowledge of highway construction materials and equipment.
- Possess excellent organizational and communication skills.
- Able to bend, stoop, climb for tasks, and raise/lower objects up to 50 lbs.

NECESSARY QUALIFICATIONS

- High school diploma or equivalent with formal training.
- Four (4) years of related experience.
- Valid Louisiana driver's license.
- Must be available to attend Parish meetings before, during, & after business hours.

REMARKS

1. **Must include copy of driver's license, diploma or equivalent, transcript, DD214, etc. with application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply at Rapides Parish Civil Service, 5610 Coliseum Blvd, Suite D, Alexandria, LA 71303 - download an application at www.rppj.com/employment.**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until this position is filled.**

Distribution:
All Employees
Administrative File
LA Civil Service
Civil Service

AN EQUAL OPPORTUNITY AGENCY