

CITY OF VICKSBURG JOB DESCRIPTION

Job Title: Ward 2 Operations Field Coordinator (Temporary – 60 Day Pilot)
Department: Administration, Ward 2 Alderwoman Vickie Bailey
Reports To: Alderwoman Vickie Bailey / Interim Public Works Director
Prepared By: Carla Sullivan
Prepared Date: February 11, 2026
Approved By: Carla Sullivan, HR Director February 2026

Summary

Assists in coordinating and performing proactive maintenance operations within Ward 2 by supporting right-of-way, drainage, landscaping, and park maintenance activities. Performs hands-on field work and operational coordination duties to improve efficiency and preventative maintenance during a transitional period within Ward 2 working with Alderwoman Vickie Bailey and the Public Works Department.

This position is temporary and established for a period not to exceed sixty (60) days.

Essential Duties and Responsibilities

- Develops and assists in implementing preventative maintenance schedules for right-of-way areas, parks, and drainage systems.
- Performs and assists with grass cutting, trimming, debris removal, brush clearing, and minor drainage maintenance.
- Coordinates daily work activities through established Public Works procedures.
- Operates light and heavy equipment as authorized and trained.
- Ensures proper and safe operation of tools, equipment, and vehicles.
- Assists in identifying maintenance priorities and backlog reduction strategies.
- Provides weekly written reports outlining completed tasks and progress.
- Supports workforce development through hands-on guidance and operational mentoring (no formal supervisory authority).
- Assists with storm preparation and emergency response activities when required.
- Adheres to all City safety policies, OSHA standards, and risk management protocols.

Supervisory Responsibilities - None

This position does not have independent authority to hire, fire, discipline, or formally supervise municipal employees. This position provides field-level operational guidance consistent with departmental procedures and under the direction of the Interim Public Works Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (G.E.D.) and at least two years of supervisor's experience. Candidate must have prior experience with street construction, maintenance, and repair.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Must have good leadership skills.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and word processing software.

Certificates, Licenses, Registrations

Must have and maintain a valid Mississippi Driver's License

Other Qualifications

Overtime, flexible work schedule, and on-call status may be assigned if needed with little or no advanced notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to wet/and or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibrations. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.