

JOB TITLE: CITY OF STATE CENTER ACTING PUBLIC WORKS DIRECTOR  
DEPARTMENT: STREETS: WATER: WASTEWATER; STORM WATER  
SUPERVISOR: CITY COUNCIL GENERAL JOB SUMMARY

The Public Works Director delegates operational responsibilities for the efficient operation of departments in accordance with the objectives and policies established for each department. Has principal responsibilities for effective and economic operation of each department and ensures goals and operations completed within established standards and budgetary allocations as determined by the Council. Must ensure conformity with local, state, and federal criteria. Supervises employees; evaluates employees and makes salary recommendations; maintains good working relationship among staff and the council and interprets personnel practices. Makes recommendation for budget preparation. Reports to City Council concerning long range and emergency needs for departments, maintains records and files, meets licensing requirements, organizes and purchases supplies and equipment within budgetary limitations. Must have a memory for details and ability to make frequent and correct decisions. Must have a good knowledge and background in electrical, water, wastewater and street operation and maintenance. Superintends the physical operations of all departments and develops a positive working relationship with all departments.

#### SCOPE OF JOB TASKS

Meets with the Council at regular meetings and as need pertaining to:

- STREET DEPARTMENT
  1. Clean, maintain and repair all City streets and alleys Supervises the following street operations: sweeping streets; repairing and maintaining streets including seal coating or other resurfacing and aiding contractors as needed.
  2. Obtaining permits and fees for street excavations; supervising excavation repairs.
  3. Removal of snow and ice accumulations; sanding streets and intersections in accordance with the City's Snow Removal Policy.
  4. Clear sidewalks and driveways, City Hall and Fire Station.
  
- WATER DEPARTMENT
  1. Supervises City water distribution system:
  2. Metering.
  3. Installation and repair of water mains; repairing leaks.
  4. Flushing hydrants and exercising valves
  
- WASTEWATER AND STORM WATER DEPARTMENTS
  1. Supervises City wastewater and storm sewer collection systems
  2. Cleaning lines with high pressure jet machine.
  3. repair and maintenance manholes and mains.
  4. operation and maintenance of the Lagoon system
  
- SUPERVISES CITY PROPERTIES:
  1. Mowing, trimming, raking.
  2. Reseeding and replanting bushes, trees and shrubs as needed.
  3. Assist in reading meters monthly.

## JOB SPECIFICATION

- EDUCATION AND WORK EXPERIENCE

1. Must be mechanically inclined and able to operate machines and equipment common to the Street, Water, Wastewater, and Storm Water Departments.
2. Must be familiar with the use of various tools and have some general maintenance experience.
3. Qualify for the proper license required.

- PHYSICAL DEMANDS

1. On feet most of the day.
2. Carries light and heavy equipment and materials.
3. Use brooms, mops and cleaning equipment and will scoop and shovel rock, sand, street patching materials and dirt.
4. Stoops, bends, kneels and climbs depending on the job being performed.

- SUPERVISION

1. Works under the direct supervision of the City Council and the Public Works Committee Chairman.

- WORKING CONDITIONS

2. Works indoors and outdoors, often in inclement weather conditions.
3. May work in damp, awkward, and cramped quarters.
4. Subject to falls, cuts, minor burns, mechanical and electrical hazards, unsafe air supplies; strains from lifting, pulling and pushing.
5. Travel to and participate in meetings as required to maintain knowledge and compliance with current state and federal regulations pertaining to work.

### **SAFE WORKING PRACTICES SHALL BE OBSERVED AT ALL TIMES AND PROPER SAFETY EQUIPMENT WILL BE USED AT ALL TIMES.**

- RESPONSIBILITIES

1. In case of emergency, or when the need arises, all employees will be required to help in all other departments.
2. Vehicles used by employees will be serviced on a regular basis, either by use of the odometer or hour-meter and records will be kept showing the work performed, when and by whom.
3. Maintenance work not able to be performed by employees will be decided by Director and should be reported to the Public Works Chairman if the Public Works Director feels it will have a large effect on budget.
4. When the weather conditions allow for a full work schedule the Director will notify the Council at least one week in advance before taking comp or vacation time.

- HAZARDOUS CHEMICALS

1. All employees shall obtain and read material safety datasheets when they are supplied with any product before using the product.

- COMPLIANCE WITH REGULATORY POLICIES

1. All employees will work within the guidelines of existing and future policies required by local, state and federal regulations including but not limited to confined space entry, lock out and tag out and OSHA safety standards and will attend training meets and seminars as required.