

TOWN OF LAKE CITY

JOB DESCRIPTION

PUBLIC WORKS DIRECTOR

GENERAL PURPOSE

The Public Works Director is responsible for the proper administration, operation and maintenance of the Town's water and sewer facilities, streets, and parks; the supervision of Department employees involved in the maintenance and operation of Town's water and sewer facilities, streets, and parks; and the administration and enforcement of the Town's rules and regulations pertaining to water and sewer, streets and parks.

SUPERVISION RECEIVED

The Public Works Director works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

Exercises close supervision over assigned maintenance workers and equipment operators (i.e. water/wastewater treatment plant operator, park maintenance workers, etc.).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, schedules and implements construction, maintenance, and operational activities designed to provide quality services for the Town; oversees construction and maintenance work to determine acceptability and conformance to standards.

Issues written and oral instructions.

Maintains harmony among workers and resolves grievances.

Trains, supervises and disciplines employees performing the duties of construction, maintenance, and repair of Town systems and facilities.

Supervises the control and use of, and assumes responsibility for, all materials, supplies and equipment used in the maintenance, construction and repair of Town systems and facilities.

Inspects and supervises the repair of chlorine machines, meters and other water system components at frequent intervals to insure that all aspects of the systems are functioning properly.

Supervises and participates in the operation and maintenance of the wastewater collection system, treatment plant, and lift stations to monitor the flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or federal regulations.

Supervises the installation, maintenance and repair of electrical systems for the wastewater collection and treatment system. Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.

Monitors pretreatment users to assure compliance with discharge requirements.

Enforces rules, regulations, policies and procedures relating to the operation of the water and wastewater utility systems, streets and parks.

Maintains a variety of records relating to personnel, equipment, supplies, water consumption and other miscellaneous reports.

Keeps abreast with recent developments in utility operations and management, and with new regulations from the Environmental Protection Agency and Colorado Department of Public Health and Environment.

Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water and wastewater systems.

Advises Town officials in matters relating to department activities; notifies Town Manager of any adverse situation in the Town systems and facilities.

Insures that all necessary materials, supplies and equipment are available by ordering and maintaining an inventory of parts and materials.

Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.

Inspects street cuts in Town rights-of-way.

Responds to complaints regarding water leaks, sewer blockages, pressure loss or no water; evaluates situation, determines if responsibility lies with the Town or the property owner; explains findings to property owners and notifies appropriate crew if necessary.

Contacts residents and business owners in area where service will be interrupted and gives an estimation of when such service will be shut off and how soon it will be turned back on.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of Town systems and facilities to insure that all equipment is in proper working order.

Analyzes annual operating costs and makes recommendations for department budget. Administers adopted budget in assigned areas of responsibility.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department.

Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including water, sewer, streets, drainage, parks, etc.

Oversees the design and installation of new water and sewer lines and related systems and facilities.

Identifies staff training needs and plans the courses and workshops that they are to attend.

Is to be on call 24 hours a day, 7 days a week unless time off is covered by another licensed water/wastewater treatment plant operator.

Renders monthly reports to the Board of Trustees concerning the operational status of the Town's systems and facilities. Attends all regular board meetings and renders advice to the board as requested.

PERIPHERAL DUTIES

Operates a variety of power construction and maintenance equipment used in the Public Works department.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Five (5) years of experience relating to the construction, repair and maintenance of water and sewer systems including the operation of related maintenance equipment, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water and wastewater systems, including a thorough knowledge of pipe installation, connection and repair.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water and sewer maintenance and repair such as backhoe, dump trucks and jetting machines; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid Colorado Driver's license.

Colorado Class C Water and Wastewater Operators Certificates; and Class II Collections and Distribution Certificates (or the ability to obtain them within one year of hire date).

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, saws, backhoe, power moles, centrifugal pumps, compressors, turbines, variable frequency drives, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, personal computer, phone and a variety of lab equipment.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS (cont)

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.