

**PUBLIC WORKS DIRECTOR
CITY OF EDEN VALLEY**

Department: Public Works
Reports to: City Council

DESCRIPTION OF WORK

General Statement of Duties: Serves as a department head performing administrative oversight and primary operation of the City's Water Treatment and Sewer Systems; City's streets, Parks and building maintenance and needs. Serves a primary role for construction projects, capital improvement plans, and safety coordinator. Responsible for the direct supervision of departmental employees.

Supervision Received: Works independently under the general and technical supervision of the City Council.

Supervision Exercised: Exercises technical supervision over all public works, parks, streets, building maintenance, water sewer maintenance workers.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Water and Wastewater

- Maintains and provides upkeep of wastewater and water collection and distribution systems including lift stations, sewer cleaning, new utility hookups and hydrant flushing.
- Assists with water meter reading
- Provides preventative maintenance and operational oversight of the city's storm water collection system

Streets

- Plans, directs and coordinates a comprehensive program for city streets, parking, sidewalks, curbs, and street signs
- Maintaining/cleaning streets
- Coordinate and supervise street repair contractors
- Oversees Contract of Snow removal
- Provides street sweeping as needed
- Operates a variety of equipment including but not limited to trucks, tractors, snow blower, grader, street sweeper, power mower
- Supervise, schedule and motivate all subordinates
- Makes suggestions on capital improvements

General Maintenance and Other Duties

- Performs or coordinates repairs and preventative maintenance of city facilities, vehicles and equipment
- Provides municipal utility locates for the Gopher State One Call service
- Coordinates and provides oversight over subcontractors and other department-related service providers as necessary
- Assists with animal control
- Miscellaneous duties as assigned

Buildings and Park Maintenance

- Performs or coordinates repairs and preventative maintenance of city facilities, vehicles and equipment
- Operates various mechanic/shop power equipment and hand tools.
- Provides municipal utility locates for the Gopher State One Call service
- Coordinates and provides oversight over subcontractors and other department-related service providers as

- necessary
- Oversees lawn care for City Parks
- Oversees weed Control
- Oversees and Maintains Brush site
- Miscellaneous duties as assigned

City Projects for Water, Sewer, Streets

- Assists City Engineer with planning for utility and service upgrades as well as providing input on proposed new developments.

Job Functions-General

- Continually keeps Council informed about pertinent matters through staff reports, regular and special meetings, and other standard forms of communication.
- Communicates with Council Water/Sewer Commissioner and Council Street Commissioner, keeping them updated
- Works closely with the City of Watkins with the water treatment plant
- Serves on the water treatment board
- Communicates as needed with the public and provides information in a timely and respectful manner.
- Supervises the department staff including interviewing and recommending hiring, assigning and prioritizing work, training, and evaluating work.
- Makes recommendations to the Council regarding any compensation/rewards and discipline/discharge for employees.
- Oversees field operations through regular inspections, identifies and solves problems, and responds to changing priorities.
- Attends meetings and training events to maintain knowledge and skills
- Represents department before various outside entities; meets with state officials on compliance issues; meets with county officials, contractors, and City staff to discuss projects; and responds to requests for information and complaints.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Develops long-term operational plans for Public Works Departments.
- Attends meetings, seminars, and other gatherings to acquire safety related information including compliance with OSHA rules and regulations.
- Performs other related duties and responsibilities as assigned by the City Council or are apparent as being under the purview of this position.

Job Functions-Financial

- Provides information to the Finance Director for budget development including preparing estimate cost for materials, staff, capital purchases, and contracted work.
- Develops and recommends major capital expenditures proposals as based on needs of the department.
- Monitors expenditures, determines appropriate inventory levels, and oversees the use of materials and supplies.
- Oversees record keeping system, reviews and signs off on all department invoices and presents purchase requisitions to the Finance Director for review and submission to the Council.

Required Knowledge, Skills, and Abilities

- Must hold and maintain all appropriate certifications and licensures
- Ability to learn the local geography, city streets and addresses, business and residential areas.
- Ability to learn and understand/apply state and federal laws, city ordinances and policies, departmental policies, procedures and directives and to apply them fairly, equitably and without bias.
- Knowledge of basic accounting and budgeting principles and practices.
- Knowledge of OSHA and other safety related laws.

- Knowledge of hazardous waste regulations.
- Knowledge of human resources management, supervisory practices and various employment laws.
- Knowledge of supervisory and management practices and techniques.
- Ability to positively supervise, schedule and motivate personnel.
- Ability to establish effective working relationships with elected officials, municipal staff, subordinates, and city residents.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use office equipment such as a computer, calculator, and fax machine.
- Ability to use voltage and current metering devices.
- Ability to solve problems and make decisions using appropriate processes and tools.
- Ability to research and prepare accurate and thorough reports and to maintain records.
- Ability to plan and prioritize projects.
- Ability to establish policies and procedures and develop short and long-term goals and objectives.
- Ability to promote an ethical work place and ensure all policies, procedures, and protocols are followed by subordinate staff.
- Ability to analyze situations and determine appropriate action, and to respond quickly and appropriately to crisis and emergency situations.
- Knowledge of hazardous chemicals and to implement procedures for safe handling/disposal.
- Ability to attend training and professional meetings to maintain and enhance current knowledge base.

Minimum Requirements

- Ability to obtain and maintain any required licenses within employer-specified time frame.
- Ability to deal with public and city personnel in a professional and courteous manner.
- Availability to attend monthly City Council meetings and provide written and verbal reports on departmental activities.
- Ability to be on call and respond to emergency situations during non-work hours.

Preferred Requirements / has ability to obtain within a year

- Class D Wastewater Treatment License
- Class C Water Treatment License
- Trade school or other post-secondary education in a related field

Physical Requirements

- Ability to exert moderate to considerable physical effort when performing a variety of tasks.
- Ability to stand, walk, sit for extended periods, occasionally lift or carry up to 100 lbs.
- Ability to regularly perform a variety of physical movements such as bend, stoop, crouch, kneel, push and pull, lift, touch, and use both fine and large motor skills.

Working Conditions

- Job requirements may result in exposure to extremes of temperature, potential contact with fuel/chemicals on a daily basis and exposure to fumes and dust. Noise levels experienced for this position range from moderate to loud.