

JOB DESCRIPTION

EMPLOYER: CITY OF ROYAL CITY
JOB TITLE: PUBLIC WORKS DIRECTOR
REPORTS TO: MAYOR/ADMINISTRATOR

OVERVIEW OF THE POSITION

This position is responsible for planning, directing, implementing, and evaluating the public works maintenance and operations divisions. Direct supervision is exercised over all employees in the public works department. Supervision is received from the Mayor/Administrator. Responsibilities are characterized by the emphasis on administrative duties involving the development and implementation of short and long range maintenance and operation programs, the preparation of reports, the preparation and administration of equipment and services, bid specification, the preparation and administration of the maintenance and operations portions of the annual budget, ensuring compliance with federal, state and local regulations and with general city policies and personnel policies; maintaining and encouraging an equitable working relationship with other agencies and personnel; and resolving the more difficult operations and maintenance problems.

This position is also responsible for the skilled and semi-skilled labor necessary for the maintenance and operations of the city's water distribution system, sewer distribution system, wastewater treatment facility, city streets, and any other inherent systems of the city.

A drug/alcohol test is required prior to employment and random drug/alcohol tests are necessary for continued employment.

GENERAL DUTIES/ESSENTIAL RESPONSIBILITIES

Prepares short and long range public maintenance, operations, and construction programs for approval by the Mayor/Administrator; modifies programs after discussions with the Mayor/Administrator and the City Engineer; plans, schedules, directs, and evaluates the progress on programs and the performance of personnel in meeting

program goals and objectives; conducts weekly or monthly staff meetings pertaining to the status of programs; provides managerial assistance to division supervisors in resolving program, performance, or personnel problems.

Researches and prepares grant and loan applications as appropriate and oversees subsequent performance of contracted work and improvements connected to these grants and loans.

Prepares the maintenance and operations budget for review and approval of the Mayor; administers the annual budget as approved by City Council; administers administrative, financial, and personnel policies and procedures in the division; initiates or approves requests for the procurement of materials, services, and equipment; prepares and administers disciplinary actions and commendations as approved or modified by the Mayor as appropriate.

Prepares and enforces maintenance and operations procedures; coordinates the activities of the division with other city departments; conducts field inspections of public works maintenance projects; and prepares progress and status reports.

Prepares bid plans and specifications for new equipment purchases, capital facility improvement projects as directed, equipment rental agreements and service contracts; and administers execution of subsequent contracts.

Ensures that the water and water reclamation systems are operated in compliance with all state and federal regulations; prepares and monitors industrial wastewater discharge permits.

Coordinates with divisional supervisors the continued training and professional development of maintenance and operations personnel; monitors the on-going safety programs; and provides, as prescribed, for the performance evaluation of personnel.

Assist other departments or divisions in the performance of interrelated activities, such as snow removal with Police.

COMPENSATION

STATUS: EXEMPT
CLASS/GROUP: NON-UNION
SALARY RANGE \$70,000 - \$90,000

WORK SCHEDULE

THIS IS A SALARIED POSITION. HOURS ARE USED SOLELY FOR RECORD TRACKING, CALCULATION, AND BUDGETING PURPOSES. IT IS NOT DESIGNED TO ADJUST THE PAY ON HOURS WORKED.

The “normal” work schedule is 40 hours per week, 8.00 hours per day, 5 days per week (Monday through Friday). Working on Saturday and/or Sunday may be required. The exact schedules may be flexible, depending on the requirements of the department and the demands of the workload. It is the attendance standard of the employer that employees are present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early, may result in disciplinary action, up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergencies.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid Washington State commercial driver’s license or the ability to obtain within the length of the probationary employment period.

Proof of insurability.

Licenses to include: WA. State Class B CDL; WDM II (Group 2), WWTP0 III; CCCS, Traffic Flagger and First Aid w/CPR.

ISSUED BY/CLASSIFICATION OR TYPE/NUMBER

EXIRATION DATE

EDUCATION/VOCATIONAL PREPARATION

Any combination of experience, training, or education that demonstrates the knowledge, skills, and abilities to do the job.

TRAINING PERIOD

In order to experience the full range of responsibilities and duties, employees will serve a review and evaluation period of not less than 6 months and no more than 12 months. Exact duration will be established by the supervisor.

PHYSICAL DEMANDS

ENDURANCE-MOVING ABOUT: Frequently (1/3 to 2/3 of the time). Move from location to location.

ENDURANCE-OVERALL STRENGTH: Light work
Occasionally exerts force and/or lifts or carries objects weighing up to 20-50 pounds.

WALKING: Frequently (1/3 to 2/3 of the time)
Move about on foot.

SITTING: Frequently (1/3 to 2/3 of the time)
Remain in a seated position.

LIFTING/CARRYING: Periodic – Does not occur on every shift.
Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic – Does not occur on every shift.
Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and

treadle actions); and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).

CONTROLS: Frequently (1/3 to 2/3 of the time)

Use one or both arms and/or hands and /or one or both feet or legs to move controls on machinery or equipment.

CLIMBING: Periodic – Does not occur on every shift

Ascend or descend ladders, stairs, scaffolding, ramps, and the like using the feet and legs and/or hands and arms.

BALANCING: Periodic – Does not occur on every shift

Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

BENDING/STOOPING: Occasionally (up to 1/3 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

KNEELING/CROUCHING: Periodic – Does not occur on every shift

Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

REACHING: Frequently (1/3 to 2/3 of the time)

Extend the hands and arms in any direction.

ROTATION: Occasionally (up to 1/3 of the time)

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

SPECIALIZED DEMANDS

DRIVING: Frequently (1/3 to 2/3 of the time)

A current, valid, and properly classed driver's license is required; driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless

driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than one moving violation of any other type. Operate motor vehicle, as in a car, van, or truck in the course of one's employment.

DRIVERS LICENSE: STATE/CLASS/NUMBER
DATE

EXPIRATION

CONDITION OF EMPLOYMENT

Beyond the established and prescribed Review and Evaluation period, all positions with the City of Royal City are terminable at the will of the City, within the guidelines of the Royal City Municipal Code and as provided by law.

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.

ACKNOWLEDGEMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE

DATE