Village of Taos Ski Valley

Job Description

Job Title:	Public Works Director	**Job Code:**	400
Division:	Administration	**Effective Date:**	04/04
Department:	Public Works	**Last Revised:**	**01/16**

GENERAL PURPOSE

Performs a variety of professional, administrative and managerial duties related to planning, organizing, coordinating, controlling, and directing all phases of village-wide public works operations and contracts for services, including, water, wastewater, streets, storm drains, fleet maintenance, solid waste, landfill and recycling. Performs as a field operator as needed. Practices proper safety routines.

SUPERVISION RECEIVED

Works under the general supervision of the Village Administrator

SUPERVISION EXERCISED

Provides general guidance and direction to departmental employees, i.e, Public Works Operator(s) IV, III, II, I and PW Apprentice, Lead Mechanic directly or through the Operations Superintendent and PW Superintendent. Provides general supervision to administrative support staff on a project-by-project basis.

ESSENTIAL FUNCTIONS

Administration: Serves as administrative advisor and liaison to village council and committees as needed to inform and apprise on public works issues; provides technical insight and recommendations related to determining public works policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including street, water distribution, wastewater collection & treatment, storm drainage, solid waste and park maintenance; prepares departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; develops bid specifications for projects and equipment acquisitions; coordinates with engineers, contractors and village management regarding capital improvement projects.

Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations; participates with and cooperates in interagency, intergovernmental and private enterprise programs and projects which enhance the quality of life for village residents.

Plans, organizes, directs and coordinates the administration of the department including all aspects of the potable water system, water treatment, water distribution, street construction and maintenance, fleet maintenance, storm drain, wastewater collection, wastewater treatment, and solid waste, etc; oversees contract sanitation collection and assures adherence to service agreement.

Plans, organizes, directs and implements department safety program as needed to comply with federal, state and village safety standards; monitors department safety practices. Schedules monthly safety meetings and creates safety policies and procedures.

Identifies sources for alternative funding related to special projects; may initiate grant application activities and coordinates with Village Administrator, assists to monitor grant compliance to assure effective working relationships with funding agencies.

Manages department purchasing processes; identifies equipment needs, establishes working relationships with various vendors; prepares bid specifications for RFP's and standard operational purchasing; develops equipment retention schedule and replaces equipment to maximize efficiency and minimize maintenance costs.

Evaluates employee performance regularly and provides annual reviews to all Public Works employees. Provides counseling and disciplinary action as necessary.

Operations: Operates and maintains advanced wastewater tertiary treatment plant; supervises operations, assures compliance with regulatory agencies. ; Monitors records management; monitors inventory, directs purchasing for needed equipment, materials and supplies; operates laboratory, conducts or directs sampling and testing activities and performs sampling analysis related to BOD, TSS, fecal coliform, ammonia, phosphorus, PH, etc; manages telemetry and monitoring system, performs calibrating for proper operation of pumps and meters; performs and directs the installation of collection lines, sludge lift stations, etc.; operates and maintains biosolids process; assures efficient operation of sludge dewatering process; prepares and files required state and federal reports.

Operates and maintains potable water distribution system; assures proper disinfection of drinking water to meet established standards; manages day-to-day operation of "radio read" water meter system; performs or directs installation and repair of meters; prepares various reports for state agencies related to water quality and consumption; performs and directs installation and maintenance of water lines, pressure reduction valves (PRV's), altitude valves; performs live taps, etc.; directs and conducts sampling as required.

Oversees and performs the repair and maintenance of village roads; installs culverts and manages storm drainage; operates various types of heavy equipment, i.e., front-end loader, backhoe, dump truck, compressor, snow plow, sander, etc.

Performs general maintenance on gas and diesel equipment;; performs general survey duties in lining up field projects, leveling and cutting grades.

Directs and performs parks and recreation projects in support of local ski valley operations; participates in the maintenance and grooming of park properties and equipment; assists with the installation and maintenance of playground equipment; installs boardwalks, etc.

Monitors the quality of service provided through contractors for solid waste collection, landfill operation and recycling; evaluates compliance with performance agreements and expectations; coordinates resolution of citizen/customer complaints; participates in the negotiation process for the renewal and continuance of existing contractual relationships or for replacement service providers through competitive processes.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from college with an associate's degree in wastewater/water, environmental science or related field;

   AND

   B. Eight to Ten (8-10) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems; three (3) years of which must have been in a supervisory capacity;

   OR

   C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

   Thorough knowledge of legal environment associated with public works projects, construction and maintenance; current methods, principles and practices of sewer, road and street construction and maintenance and the collection and delivery of culinary water and wastewater; EPA regulations and various environmental quality laws (Safe Drinking Water Act, etc.), equipment and materials used in construction and maintenance operations; technical treatment plant equipment and machinery and its operation maintenance and repair; tertiary plant biological and chemical treatment processes; hazards and precautions associated with plant operations and processes; general and standard laboratory procedures, instruments, measurements, and terminology; considerable knowledge of hazards associated with various chemicals, equipment, organic and inorganic substances; routine chemical tests; plant policies and procedures; ordinances, laws, and regulations governing wastewater treatment and discharge promulgated by various State and Federal agencies; safety practices and principles involved in public works; current codes, standards, safety practices and principles involved in public works; principles of employee supervision. Some knowledge of general civil engineering principles and practices.

   Considerable skill in the art of diplomacy and cooperative problem solving; in the operation of various types of equipment including loaders, backhoe, dump truck, air compressors, belt press, jet rodder, and laboratory equipment.

   Ability to plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word-processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

3. Special Qualifications:

   Must demonstrate knowledge of advanced biological wastewater treatment requiring ammonia and phosphorous removal. Must possess a valid New Mexico Driver's license. Must be a certified Level IV Wastewater Operator. Must be a certified Level IV Water Operator. A Class B Commercial Driver's License with Hazmat, air brakes and tanker endorsements is desired. Must be reachable 24/7 for emergency response. Must respond to treatment plant emergencies within one hour of notice.

4. Work Environment:

   Incumbent of the position may periodically perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, and generally involve muscular strain, related to walking, standing, stooping, sitting, and reaching. Daily exposure to hazardous conditions such as: working on high ladders and in manholes; daily potential for hazardous exposure to methane, hydrogen sulfide, and chlorine gases; daily potential for hazardous exposure to oxygen deficient atmosphere; daily exposure to seasonal changes and weather extremes; daily potential for hazardous exposure to electrical shock, industrial wastes and raw sewage (containing pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc.); daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.; daily exposure to stressful environmental conditions such as dust, fumes, dampness, cold, heat, and noise. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I_____have reviewed the above job description. Date:_____

Employee