

Job Description

Job Title:	Public Works Director	Job Grade:	Exempt
Division:	Administration	Effective	Date:
	10/2023		
/Department:	Public Works	Last Revised:	1/2023

GENERAL PURPOSE

Performs a variety of **professional, administrative, technical 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, facilities and recycling. Performs as a field operator as needed. Practices and enforces 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, or I, directly or through the Operations Superintendent. Provides close to general supervision to contractors and 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 culinary water system, water purification, 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.

Manages various reporting requirements including; Consumer Confidence Report (CCR), Source Water Protection Plan (SWPP), OSE yearly requirement, Quarterly Residential Disinfection Monitoring, Drinking Water Distribution System Sampling Plan, and Asset Management.

Plans, organizes, directs and implements department safety program as needed to comply with federal, state and village safety standards; monitors department safety practices.

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

Manages department purchasing processes; creates Asset Management Plan, identifies equipment needs, establishes working relationships with various vendors; prepares bid specifications for the purchase process; develops equipment retention schedule and replaces equipment to maximize efficiency and minimize maintenance costs. Participates in Village project planning; ICIP, TIDD, etc.

Operations: Oversees the operation and maintenance of advanced wastewater tertiary treatment plant; supervises operations, assures compliance with regulatory standards for maintenance of operating license/certification; 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 land application process; assures efficient operation of sludge belt press; prepares and files required state reports.

Oversees the operation and maintenance potable water distribution system; assures proper disinfecting 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 the operation, repairs and maintenance of village roads; installs culverts and cuts flow channels to manage storm drainage; operates various types of heavy equipment, i.e., front-end loader, backhoe, dump truck, compressor, snow plow, sander, etc.

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

Directs 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; trails, boardwalks, etc.

Directly, or in-directly, monitors the quality of service provided through contractors for solid waste collection, landfill operation, recycling, etc.; 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. The Director performs a variety of technical and managerial duties related to planning, organizing, coordinating, controlling, and directing all phases of Village Public Works operations, including water, wastewater, streets, street drainage, solid waste, facilities, equipment maintenance, design, capital improvements and contract management. Works with and under the general supervision of the Village Administrator to provide general guidance and direction to departmental employees through subordinate division supervisors utilizing administrative support staff and weekly Peer Team meetings.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited four-year college or university with a bachelor's degree in public administration, environmental science, civil engineering, or a related field;

AND

B. Eight (8) years of experience in a comprehensive public works program; qualification and experience in wastewater and water plants for the administration and management of systems 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 Grades, standards, safety practices and principles involved in public works; principles of employee supervision. **Some technical knowledge of** general civil engineering principles and practices.

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

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 all Public Works applications, spreadsheet, and database; motor vehicle; phone; radio; SCADA and copy machine.

3. Special Qualifications:

Knowledge of advanced chemical biological wastewater treatment requiring ammonia and phosphorous removal a plus. Must possess a valid Driver's license. Hold a certified Level; Public Water Treatment System: Chlorination Only: WS2, Water Distribution System: Chlorinated Groundwater: DS2, Water Sampling: Microbiology: WST1, Wastewater Plant: Phosphorus and nitrogen removal: WW3, Wastewater Collection System: CS1, Wastewater Analysis for Regulatory Compliance: WWLT3 Prefer Level IV Certification. Ability to obtain a Class B Commercial Driver's License with Hazmat, air brakes and tanker endorsements is required within 12 months of hire. If hired, must be reachable 24/7 for emergency response. If hired, must assure procedures in place to 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: High Alpine environment, 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.

The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village as the needs of the Village and requirements of the job change. Employee Signature: _____
Date: _____