

JOB DESCRIPTION: PUBLIC WORKS DIRECTOR

Last Revised: ____ October 2024 ____

GENERAL PURPOSE:

Under policy direction from the Mayor and/or City Council, the Public Works Director will plan, organize, direct, and integrate the City's activities and functions regarding public works and utilities; provide expertise in areas including, but not limited to, municipal water, wastewater, street and landscape maintenance; and perform related duties as required and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Council Meetings

The Public Works Director will be required to attend monthly City Council meetings and special meetings as needed.

WATER

The Public Works Director will follow and maintain standard operating procedures and maintenance for the water system. The Director will follow and maintain Federal, State, and local regulations concerning the drinking water system (examples: water sampling, meter reading, water leak repair, and installation of new services). The Director will need an understanding of the Safe Water Drinking Act and the required drinking water reporting requirements and have a knowledge and understanding of disinfection and procedures for water emergencies. All safety policies and procedures are expected to be followed.

WASTEWATER

The Public Works Director will follow and maintain standard operating procedures for the wastewater collection system; Follow and maintain Federal, State, and local regulations pertaining to wastewater collections (examples: sampling, lift station maintenance, and installation of new service); Follow and maintain standard operating procedure for the wastewater lagoons; and follow and maintain Federal, State, and local regulations pertaining to wastewater lagoons. The Public Works Director will also follow and maintain standard operation regulations for wastewater reuse and land application; and follow and maintain Federal, State, and local regulations pertaining to wastewater reuse and land application (examples: treatment and chlorination).

CITY PARKS/LAND

The Public Works Director will be responsible for maintenance and upkeep of all City owned property (examples: mowing, trimming, sprinkling system(s), painting and repairs as needed).

STREETS

The Public Works Director will perform snow removal maintenance of streets as needed (examples: grading, gravel over-lay). The Public Works Director will also be responsible for the clearing of alleyways as needed. The Director will be responsible for the maintenance and repair of lights and signage.

DESIRED MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

The Public Works Manager will have knowledge of the theory, principles, practices, and techniques of public works, municipal water and sewer engineering, and utilities maintenance functions. Such Director will be familiar with applicable Federal, State, and local laws, municipal code and regulations governing utilities functions and activities.

ABILITY TO:

The Public Works Manager will be able to plan, direct, and integrate broad, comprehensive public works and utilities programs and activities; analyze maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action within budget constraints; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, and others encountered in the course of work. The manager will be able to operate a variety of light and heavy equipment including hand and power tools, backhoe, grader, mowers, and pumps. The Manager Must be able to manage time well.

LICENSES, CERTIFICATIONS, SPECIAL REQUIREMENTS:

The Public Works Manager must have a High School Diploma or GED. The Public Works Manager must have an unrestricted Class D Idaho Driver's License (CDL desirable). While not required at time of hire, the Public Works manager must have the following Idaho State Licensures (Desired; all must be obtained with-in one year of hire): Drinking Water Distribution Very Small Water System (Class I desirable); Waste Water Collections - Class I, Waste Water Treatment -Class I; Waste Water Treatment -Land Application.

PHYSICAL ABILITIES

The Public Works Manager must have sufficient clarity of speech and hearing which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person; sufficient visual acuity which permits the employee to comprehend written work instructions and to safely operate equipment; sufficient manual dexterity which permits the employee to perform general manual labor and operate equipment; sufficient personal mobility, flexibility, and balance which permits the employee to perform manual labor, move objects that weigh 50 pounds or more, and stand for extended periods of time.

This position requires performing repetitive hand movement in gripping and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

WORK ENVIRONMENT

The principle duties of this job include typical office conditions and include a general outdoor environment which may expose the employee to hazardous working conditions, inclement weather, and high noise levels.

HOURS Full Time Flex, not to exceed 40 hours per week, or specified by the Tetonia City Council; On-call 24/7.

WAGE:

DOE.

BASE + Licensure.

BENEFITS:

Paid Federal Holidays (11) per City Policy.

PERSI Retirement Match per Idaho policy.

Paid Time Off per City policy.

Housing option available.