

## POSITION DESCRIPTION

Revised 08/17/11

**TITLE: PUBLIC WORKS DIRECTOR**

**DEPARTMENT:** Public works Department

**CLASSIFICATION:** Full-time

**FLSA: EXEMPT**

### **GENERAL PURPOSE:**

1. Performs a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of municipal streets, sewer system, water system, electric system, trees, building and grounds.
2. Performs other related duties as required. **SUPERVISION RECEIVED:**

Works under the general supervision of the Village Administrator

**SUPERVISION EXERCISED:** Exercises close supervision over assigned operators, and maintenance workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Operates and maintains the streets, sewer system, water system, electric system, trees, building and grounds.
2. Plans, schedules and implements construction, maintenance, and operation and construction activities. Oversees construction and maintenance work to determine acceptability and conformance to standards.
3. Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of streets, sewer system, water system, electric system, trees, building and grounds.
4. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, sewer system, water system, electric system, trees, building and grounds.
5. Inspects and supervises the repair of streets, sewer system, water system, electric system, trees, building and grounds at frequent intervals to insure that everything is in good repair and is functioning properly.
6. Requisitions needed supplies for the department and maintain a variety of records relating to personnel, equipment, supplies, and reports.
7. Advises Village Administrator in matters relating to department activities.
8. Provides information to various civic, educational and public groups and individuals regarding problems and services.
9. Oversees inspections of buildings for compliance with regulations and requirements.

10. Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies.
11. Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
12. Oversees the safety of assigned maintenance workers and operators by instructing individuals in proper safety procedures and monitoring work in progress.
13. Assists in motivating and evaluating personnel.
14. Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of streets, sewer system, water system, electric system, trees, building and grounds and other department facilities to insure that all equipment is in proper working order.
15. Analyzes annual operating costs and makes recommendations for department budget.
16. Requisitions all supplies and materials needed for effective department operation.
17. Assists in the design and installation of streets, sidewalks or related systems and facilities.
18. Participates in short and long-term planning of capital improvement projects.
19. Enforces rules, regulations, policies and procedures relating to his/her department.
20. Coordinates with other utilities for locations of utility systems prior to excavations.
21. Assists in the design of new streets and sidewalks.
22. Supervises snow removal from village streets and sidewalks, brush pickup, leaf pickup, street cleaning, pavement markings, pavement repairs and street sign installation and repair.

**PERIPHERAL DUTIES:**

1. Operates a variety of power construction and maintenance equipment used in the department.
2. Serves on various employee or other committees as assigned.
3. Assists other department as needed.

**DESIRED MINIMUM QUALIFICATIONS:**

**1. Education and Experience:**

- a. Graduation from high school education or GED equivalent, and
- b. Seven (7) years of experience relating to the construction, repair and maintenance of streets, buildings, grounds including the operation of related maintenance equipment, or

- c. Any combination of education and experience, which demonstrates the knowledge and experience to perform the work.

**2. Necessary Knowledge, Skills and Abilities:**

- a. Thorough knowledge of equipment, facilities, materials, methods and procedures used in repair of streets, sewer system, water system, electric system, trees, building and grounds. Skill in operation of the listed tools and equipment.
- b. Ability to guide, direct and motivate employees.
- c. Ability to organize and supervise the activities of various crews performing construction and maintenance work.
- d. Ability to communicate effectively, verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments and the public.

**SPECIAL REQUIREMENTS:**

- 1. Have in his/her possession a valid State of Ohio Commercial Drivers License with a Class "A" endorsement not under suspension.

**TOOLS AND EQUIPMENT USED:** Construction and maintenance equipment, personal computer including word processing and other software, copy and fax machine. Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, sewer jetter, street roller, man lift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

**PHYSICAL DEMANDS:**

- 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and smell.
- 3. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

- 1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
3. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

#### **SELECTION GUIDELINES:**

1. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
  2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
  3. The 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.
1. the work is similar, related or a logical assignment to the position.
  2. The 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.

#### **WORK DAY HOURS**

- 1. The normal workday hours are from 8:00 AM to 4:30 PM.**
2. Flex time may be considered for this position by the Village Administrator.
3. The lunch time will be determined by the Village Administrator.
- 4. Lunch time will be 1/2 hour.**