

# CITY OF CAVE JUNCTION



**CLASSIFICATION: PUBLIC WORKS DIRECTOR POSITION**

**TITLE: PUBLIC WORKS DIRECTOR**

**GENERAL STATEMENT OF DUTIES:**

Plan, organize, supervise, coordinate, schedule, assign, oversee, and perform operations and maintenance activities of the Public Works Department, including: the wastewater collection and treatment system; the water distribution and treatment systems including the plant, wells, pump stations, transmission lines, and storm drainage; streets; parks; and building maintenance. Performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASSIFICATION:**

Responsible for the Public Works Department, including water, wastewater treatment, water distribution, and wastewater collections systems, storm drainage, parks, and streets. Accountable for preparing and achieving department goals/objectives. Interpret and carry out duties in conformance with Federal, State, County, and City laws and ordinances. Recommend medium and long-term projects within functional areas and perform special studies in support of the department. Responsible for all public contact, record keeping, bookkeeping, and fiscal supervision over budget and expense control within the department.

**SUPERVISION RECEIVED:**

Work is performed under the direction of the Mayor and City Council. Requires a significant degree of individual initiative, judgment, and responsibility.

**SUPERVISION EXERCISED:**

Supervision is exercised over all Public Works Department employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides supervision of Public Works operations, determines departmental priorities, and schedules maintenance and in-house construction projects.
2. Plans, develops, and manages appropriate department budget areas; works closely with the Mayor and City Recorder to maintain budgetary control; and is accountable for expenditures.
3. Researches and reviews records, regulations and laws pertaining to projects assigned, and applies them as appropriate to achieve project objectives. Ensures proper maintenance of public records pertaining to programs and projects assigned.
4. Coordinates inspection on purchases and work performed within the public right-of-way and easements.
5. Prepares, monitors, reviews and evaluates water reports, records, logs and graphs to confirm proper water system operations. Assures compliance with federal, state, regional, and city regulations and policies.

6. Assigns, supervises, and evaluates Public Works Department employees to accomplish daily operation and maintenance of the water and wastewater treatment plants, parks, streets, and distribution and collection systems. Plans and implements appropriate training and safety programs.
7. Schedules and administers reading and recording of water meters, as well as the performance of the utility connections and disconnections.
8. Manages the installation, repair, and maintenance of the water distribution system including meters, fire hydrants, service lines, and mains; performs general maintenance and repairs of sewer collection system including lateral lines, manholes, and lift stations.
9. Monitors, maintains, and repairs pumping stations, reservoirs, and related equipment to assure water and wastewater system reliability. Investigates service disruption or damage. Inspects, maintains, repairs, installs, and operates storage tanks, valve gauges, distribution meters, pressure regulators, data recorders, telemetry, pumps, and other equipment related to the systems. Analyzes and troubleshoots performance.
10. Ensures proper inspection of roadways and sidewalks. Manages maintenance and repair of streets, alleys, and rights-of-ways including patching pavement repairing sidewalks, curbs, and streets; painting crosswalks, parking stalls, and curbs; maintains City storm drainage system by cleaning and repairing ditches, storm drainage lines, and catch basins.
11. Manages the repairing of street regulatory, directional, and informational signs.
12. Participates in the planning and review processes of the City, completes site and field inspections.
13. Assists in the bid process to purchase equipment; determines and initiates the purchase of materials, supplies, and equipment used to operate and maintain the utility system.
14. Attends meetings; responds to public inquiries in a courteous manner; takes and responds to calls from citizens, contractors, other utility companies, private businesses, and other interested parties to diagnose and troubleshoot issues; problem-solves and provides information within the scope of knowledge or refers to other City staff as necessary.
15. Prepares, reviews, and maintains written records and reports regarding work activities, material usage, accidents or damage, personnel, and timekeeping reports. Drafts specification lists for public works projects. Provides recommendations regarding policies, procedures, equipment, and facilities.
16. Responds to emergencies, including calls after regular business hours, and recommends responses to resolve problems. May be assigned to after hours or “on-call” duties as necessary to respond to work demands.
17. Establishes and maintains cooperative and effective working relationships with Mayor, Council, management, staff, outside agencies, and the general public to solve problems and create partnerships. Provides periodic reports and presentations as requested.
18. Fosters a safe work environment. Follows all safety rules and procedures established for work areas. Ensures that all equipment used is maintained and operating properly. Maintains work areas in a clean and orderly manner.
19. May assist other department personnel as workload and staffing levels dictate.
20. Performs additional duties as required.

## EMPLOYMENT STANDARDS

### REQUIREMENTS:

High school diploma or GED; minimum of a two-year degree in engineering or related physical science is preferred.

### EXPERIENCE AND TRAINING:

Five years of increasingly responsible public works experience and training, including at least two years of supervisory responsibility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above- described duties.

### CERTIFICATIONS/ LICENSES REQUIRED:

- Possession of or the ability to obtain a valid Oregon Commercial Driver's License (CDL) within one year of employment.
- Possession of or the ability to obtain one or more of the following; State of Oregon Certification for Water Distribution II, Water Treatment II, Wastewater Collection System II, and Wastewater Treatment II.
- Ability to obtain a State of Oregon Certification for Water Treatment III, Wastewater Treatment III, and a Water Filtration Endorsement within two years of hire date.

## MINIMUM QUALIFICATIONS FOR THIS CLASSIFICATION

### KNOWLEDGE OF:

Principles and practices, methods, materials, and equipment used in the construction, and maintenance of streets, parks, water and wastewater systems and storm drainage. Knowledge of supervision and personnel practices; public works safety procedures; budget planning and preparation; chemical, bacterial and lab processes used in water and wastewater treatment; and safety precautions related to wastewater treatment chemicals and hazards.

### SKILL IN:

Safe operation of public works vehicles, equipment, machinery, and tools; assigning and evaluating work of all employees supervised by this classification; planning and budgeting for department operations; performing tasks customarily assigned to treatment plant operators.

### ABILITY TO:

Effectively coordinate the activities of a public works department; communicate effectively both verbally and in writing; accurately estimate material and labor requirements/costs; supervise the work of others; train others in safe work habits and practices in area of responsibility; complete required forms and maintain complete, accurate records; operate and maintain the water and wastewater treatment plants; be on-call for emergencies; operate light to moderately heavy equipment; establish and maintain effective working relationships with all City employees, elected officials and the general public; and analyze data, prepare reports and make formal recommendations.

### PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, background check, CDL driver's verification, education, and employment verification to be conducted upon hire. Candidate must have the demonstrated ability to perform essential functions of the position with or without a reasonable accommodation.

COMPENSATION TYPE: Monthly

FLSA EXEMPTION STATUS: Exempt