

## **General Job Scope**

The City of Goessel is accepting applications for Public Works Director. Applicants must possess strong mechanical and maintenance skills, and be self-motivated, willing to problem solve, and take pride in the important work this position performs. Special consideration will be given to applicants who have prior municipal public works experience or strong knowledge of public works responsibilities. Join our team, where Goessel's motto is: "Small Town, Big Heart."

## **Wages, hours, benefits**

- Pay will be based on experience: Starting at \$15 per hour.
- This position is full-time (40 hours); on-call assistance may be needed.
- Excellent benefits package includes KPERS retirement, healthcare and dental insurance; holiday, vacation and sick leave pay.

## **Preferred Qualifications**

- Experience with municipal public works
- Heavy equipment operational experience
- Class I Water license, Class I Wastewater license

## **Minimum Qualifications**

- Strong mechanical, maintenance, and organization skills
- Motivation to learn new skills
- A positive attitude and the desire to be a team player working closely with the City to keep it in good repair.

## ***Education and Experience***

- High School Diploma or GED
- Valid Kansas Driver's License
- Mechanical and Equipment Maintenance experience
- The ability to acquire required licenses (Class I Water, Class I Wastewater) within 1 year of employment. Training is available and provided for the right candidate.
- The ability to learn the necessary knowledge and skills to perform the job reasonably well within 3 months of employment.
- Experience with accurately recording and maintaining records.
- Experience using a computer to type various documents, create Excel spreadsheets, and navigate computer software.

## ***Necessary Knowledge, Skills and Abilities***

- **Technical Skills:** Operate safely and effectively maintain mower, backhoe, dump truck, tractor, and road grader. Demonstrate mechanical aptitude, knowledge of mathematics, computer skills, welding skills, and the ability to troubleshoot electrical systems on city wells and lift stations. Speak and understand the English language and complete work reports in a timely manner.
- **Problem Solving and Decision Making:** Ability to analyze and determine the best solution to issues that may arise, such as repair of a water line or equipment breakdown.
- **Financial Accountability:** Maintain city resources and equipment in a fiscally responsible manner.
- **Personal Relations:** Ability to interact and work with other city employees, city council and the mayor, and members of the public.
- **Self-Motivated:** The ability to work independently and complete tasks in a timely manner as required.
- **Working Conditions:** Majority of job responsibilities are outside. Employee will be exposed to adverse working conditions including exposure to human fluids, hazardous chemicals, working in confined areas, heat/cold, excessive noise, inclement weather.
- **Physical Requirements:** Manual labor including lifting objects up to 75 lbs, following prescribed city safety procedures

### **Essential Duties**

- Develop and maintain a daily priority listing of work to be completed.
- Operate city equipment including trucks, backhoe, road grader, tractor, etc.
- Establish schedule and complete daily checks and maintenance of streets, sewer, and water systems. Read and prepare reports for customer water meters.
- Grade, repair, apply ice control and remove snow from city streets as required.
- Maintain city sewer plant.
- Maintain city water well system.
- Maintain city burn site.
- Perform new water line taps, install water service lines and meters.
- Perform annual checks on pumps, valves, hydrants, siren
- Operate and maintain city mowers as required.
- Maintain city park grounds.
- Perform repairs and maintenance to city buildings and facilities.
- Maintain city equipment as necessary.
- Use hand tools and small power equipment.
- Collect and document water and sewer samples.
- Prepare monthly and state required yearly reports.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Attend monthly city council meetings.
- Other related duties as deemed necessary or as required.

**Ability to Relocate**

- Must reside within 15 miles of Goessel, KS or have the ability to relocate.

**How to Apply**

Application and job description can be found online at [www.goesselks.com/contact-us](http://www.goesselks.com/contact-us) or you may email [goesselmayor@goesselks.com](mailto:goesselmayor@goesselks.com) for questions, an application, and to email a completed application. Applications may also be picked up at The Goessel City Office: 101 S. Cedar Goessel, Kansas.

Applications will be accepted until the position is filled. EOE.