

POSITION – PUBLIC WORKS DIRECTOR – CITY OF GOESSEL

(July 2016)

POSITION SUMMARY:

The Public Works Director is a non-exempt position under the FLSA and serves in an “at-will” status. This employee performs manual labor for the city’s public works department including water, sewer, streets, park maintenance, mowing, and a variety of other duties as they are needed. The employees in this position must be capable of interacting and working in a team setting, following directions, and possess excellent communications and relations skills. Must live within 12 miles of Goessel.

SUPERVISION EXERCISED: Supervises and trains the backup operator.

SUPERVISION RECEIVED: Under the supervision of the Council Members who are in charge of the following areas:

1. Streets & Alleys
2. Equipment
3. Water & Burnsite
4. Wastewater
5. Parks & Other city real estate

Supervision not mentioned or any functions of the Public Works Department not specifically supervised by a council member should be allocated by the Mayor to a council member. When in doubt, the Public Works employee should contact the Mayor for the allocated responsibility.

ESSENTIAL FUNCTIONS:

- Must have a valid Kansas Drivers License or ability to obtain one;
- Performs maintenance on water lines;
- Performs all tests necessary for the water and sewer department;
- Maintains city sewer infrastructure;
- Must become certified in water and wastewater within 1 1/2 years of employment;
- Performs a variety of tasks relating to the maintenance and upkeep of city streets;
- Provides assistance to the animal control officer;
- Rotates an emergency on-call schedule;
- Carry communications provided by city and be able to be reached when needed;
- Maintains landscaping on city property, which includes mowing;
- Maintains city equipment.
- Reads water meters once a month
- Attends Departmental and Staff meetings on a regular basis to keep all members informed of pertinent information and problems;
- Provides clean up services after storms (limbs, all restoration, etc.);
- Provides framing, concrete, electrical, and plumbing services as needed;
- Grades ditches;
- Performs snow removal as needed;
- Courteous to co-employees and the public.

POSITION REQUIREMENTS:

Experience: One (1) year of similar or related experience is required. The employee must have acquired the necessary knowledge and skills to perform the job reasonable well within three (3) months of employment and have attended enough training sessions to pass the water and wastewater certification test after 1 year of employment.

Education: A minimum of a high school diploma or GED is required for this position.

Technical Skills: The employee in this position must be able to operate safely and effectively backhoes, skid steers, dump trucks, and road graders. Additionally, the employee must possess and demonstrate mechanical aptitude, knowledge of mathematics, computer skills, welding skills, and the ability to troubleshoot electrical systems on city wells and lift stations. Must be able to speak & understand the English language and complete work reports in a timely manner.

Problem Solving: Problem solving in this position relates primarily to those that are encountered in the daily operations of the position such as location a line leak, repairing the leak, maintaining city wells and lift stations.

Decision Making: Decision making for this position is primarily limited to those decisions that need to be made during the course of the employee's work and that effect the efficient safe completion of those tasks.

Financial Accountability: The Public Works Director is responsible for city resources and equipment. This position does have limited authority to purchase necessary department supplies such as street surfacing material (sand, rock, etc.) as needed. Is not primarily responsible for revenue generation or expenditure control, but may be asked to participate in the annual budget process.

Personal Relations: The Public Works Director interacts daily with other city employees and members of the public. They also interact with the City Clerk's office daily.

Working Conditions: Much of this employee's time is spent outdoors. During this time, the employee is exposed to adverse working conditions including exposure to human blood/fluids, hazardous chemicals, working in confined areas, extreme heat/cold, heights, and excessive noise. The employee is also expected to efficiently use small machinery and large equipment.

Physical Requirements: Manual labor including lifting objects weighing up to 75 pounds, following prescribed city safety procedures, pushing, pulling, standing for extended periods of time, crouching, extensive walking, are frequently experienced with this position.

DUTIES:

Water Utility Duties:

1. Daily checks at Well house #1
 - Check main control panel
 - Check readout on telemetry panel
 - Record Master Meter reading (outside in pit)
2. Read customer water meters monthly, around the 25th to the 28th, unless modified by Mayor or City Council
3. Record meter readings for all three wells daily
4. Check and record chlorine residual daily
5. Collect and send the two bacterial test samples on the day indicated on the bottles
6. Maintain, repair, or replace all components of water system, (city responsibility ends on customer side of meter)
7. Enter Master Meter and individual Well meter readings into appropriate spreadsheet on computer monthly

- Print annual water use for State Water Use report, this should be done at the beginning of the calendar year and given to the City Clerk
 - Assist City Clerk with annual Water Use report; measure depth, well info. etc.
8. Before July 1st, write and distribute the annual Consumer Confidence Report, include required language. See the KRWA website for a sample CCR.
9. Make new meter taps, install service lines and meters

Wastewater utility duties:

1. Check lift station operation daily or at least several times a week
2. Check operation of emergency generator monthly (and check fluid levels)
3. Collect and ship wastewater sample monthly
 - Collect required influent and effluent samples around the middle of the month
 - Collect samples early in the day, refrigerate, and then prepare for shipping after lunch of the same day
 - Ship UPS from Ratzlaff Draperies to the lab; Continental Analytical Services in Salina. Get petty cash from the City Clerk to pay shipping
4. Open clogged sewer mains in emergency situations. Contact Mayer Specialties for clogged lines if needed.
 - 1-866-794-1165 or Todd Mayer after hours – cell phone: 316-617-3392. 1/3 of the system is cleaned each year by a private contractor (currently Mayer Specialties)
5. Inspect new sewer taps and inform the clerk’s office so they can bill for the \$250 tap fee from property owner or contractor
6. Mow dikes at treatment ponds as needed (if the grass gets too tall, it restricts the air movement to the ponds)

Street and Park Maintenance Duties:

1. Drag sand streets as needed after rain or snow storms
2. Order street surfacing material as needed
3. Patch potholes on Main Street and North Church Street (from Main to Marion Street) as needed
4. Remove snow from streets, assist businesses with snow removal from parking lots if needed (especially the school parking lots) and clear sidewalks around the Civic Center and the sidewalk to Main Street from the Civic Center. Clear city parking lot
5. Apply ice control as needed on Main Street and S. State Street
6. Install culverts for new entrances
7. Replace or maintain culverts (landowners are responsible for keeping their culverts free of debris)
8. Mow grass in the following areas as needed:
 - West Branch Park
 - Outside of fence at baseball fields
 - Frontage area of E. Main Street
 - Ditches along E. Main, Centennial east of Osage, west side of K15 and ditches along K215
 - Civic Center (trim along creek from Cedar Street west to edge of city property)
 - Well #1
 - Burnsite area

- Wastewater treatment ponds
- Around shop
- Cemetery east of Civic Center
- Other areas owned by City

9. Maintain play equipment at West Branch Park (including the tennis court/basketball court & skate park)

10. Maintain Shelter house as needed

- Winterize the shelter house each Fall, check and repair leaks in Spring
- Turn off water, open valves, add non-toxic antifreeze in drains and toilets
- Turn off water and drain drinking fountain at North Shelter

11. Service and repair all equipment as needed, or obtain service from outside provider. Record service in Equipment Maintenance log on computer.

12. Keep Equipment Asset sheet up to date when purchasing new equipment or tools

What to do during electrical power failure:

- Determine area affected; entire town or which part
- Contact Westar and give appropriate information (316-262-1772 or 316-261-6464) or after hours call Rob Whitley at 316-648-3347 (cell ph.) 316-721-5554 (home) or 316-284-5740 (office)
- Check generator at wastewater lift station
- If outage will be prolonged, set up tractor and generator at water wells and activate.
 - Set up portable generator at Civic Center if during the day
- After power is back online, return all systems to normal

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.

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.

Approval: _____
Authorized Signature

Title

Effective Date: _____

Received: _____
Public Works

Date: _____