

TOWN OF EKALAKA

POSITION DESCRIPTION

POSITION: Public Works Director

DEPARTMENT: Water/Sewer & other Public Works

ACCOUNTABLE TO: Mayor and Town Clerk

SUMMARY OF WORK: Plans and coordinates equipment and materials for water and sewer projects and daily operations, street and park maintenance, and pool operation.

JOB CHARACTERISTICS:

Nature of Work: This position performs complex administrative and technical duties. Position is on-call 24 hours per day for emergencies; may be exposed to extreme temperatures and adverse weather conditions. May deal with stressful situations. Hazards include working with moving parts of machinery, chemicals, and in trenches. Works outside normal working hours to attend meetings.

Personal Contacts: Frequent contact with the public, Mayor, Department Head, and Town Clerk.

Supervision Received: Establishes own daily work assignments; and instructions from the Mayor.

Essential Functions: Position requires ability to communicate orally and in writing; calculate; make budget recommendations; read and understand laws, regulations, and contracts; lift up to 75 pounds; climb ladders; operate safety equipment; drive a vehicle; operate a backhoe, blade, mowing equipment, and dump truck; use a shovel, rake, and pick; walk on uneven ground; maintain records and files; operate a computer.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Maintains a comprehensive water/sewer system to assure services are being provided at the highest quality level and consistent with Town Council policy and state and federal regulations. Responsible for safe, efficient and effective operations.
- Provides counsel and technical recommendations to the Mayor, Council and other departments. Represents department at all required meetings. Functions as a liaison and advisor for the town with consulting engineers, government agencies, developers, planning boards and others. Works with engineers and contractors on major public works projects, and informs the public of these projects.
- Recommends and makes equipment purchases with Council approval.
- Supervises water and sewer operation; plans for expansion/replacement of water and sewer facilities.
- Organizes and supervises other employees in his/her department, crews during emergencies. Responds to public works emergencies (water breaks, sewer plugs, and natural disasters.)
- Conducts street maintenance.
- Provides orientation to new employees under his/her supervision specific to equipment and tasks required of their position(s).
- Organizes and supervises crew for park maintenance.

- Supervises pool employees.
- Performs start up and maintenance for pool facility.
- Uses proper safety equipment and procedures to prevent injury.
- Receives citizens' complaints and inquiries and responds in a timely manner.
- Attends council meetings, reports activities.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of water and sewer system operation, installation, and maintenance. Basic knowledge of budgeting. Knowledge of applicable local, state, and federal codes.

Skills: This position requires skills in evaluating engineering designs, and operations of water and sewer systems.

Abilities: This position requires the ability to: coordinate; communicate effectively orally and in writing; interpret and apply regulations and statutes as they relate to Public Works functions; follow and teach safety procedures; handle stressful situations; maintain confidentiality; drive and operate vehicles and equipment; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma with three years progressively more responsible water and sewer utility operation and maintenance.
- Budgetary experience preferred.
- Experience in operating heavy equipment.
- Must possess a valid state of Montana driver's license with CDL endorsement.
- Must possess State of Montana certification for Water and Wastewater distribution.

JOB PERFORMANCE STANDARDS: Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Provides high quality level of water/sewer services consistent with Town Council Policy and state and federal regulations.
- Provides for safe, efficient, and effective operations.
- Competently functions as a liaison and advisor for the Town with consulting engineers, government agencies, developers, and others.
- Maintains confidentiality of sensitive information.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.