

CITY OF LOVELOCK JOB DESCRIPTION

Department: Public Works
Reports to: Mayor/City Council
FLSA Status: Exempt

Classification:
Created: November 2008
Date Council Approved: 11/18/08
Last Revised: June 2020

PUBLIC WORKS DIRECTOR

DEFINITION: Serves as the supervisor of the wastewater treatment plant, sewer-wastewater system, solid waste collection, streets, building maintenance, parks, building inspection, and other public works services for the City. Performs a variety of developmental, oversight, supervisory, safety functions as well as personally performing or overseeing unskilled, semi-skilled, and skilled construction, repair, and maintenance functions involved in providing various public works services.

DISTINGUISHING CHARACTERISTICS: Position is responsible for the overall management and implementation of the public works operation, maintenance, safety, and construction functions for the City. Receives broad guidance from the Mayor and City Council.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

1. Responsible at all times as a representative of the City for demonstrating professionalism and courtesy towards the public, City officials and other City employees.
2. Responsible for planning, organizing, monitoring, and overseeing the construction, implementation, maintenance and safety of all public works services, and for ensuring the City utilities, streets, parks, and related facilities are maintained, operational, safe and in compliance with established specifications.
3. Responsible for the proper testing and operation of the wastewater system and working and coordinating with the City wastewater treatment plant consultant(s) and proper functioning of the solid waste collection.
4. Determines the need for repair and maintenance of existing public works facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with engineers and other resources as required.
5. Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for materials and equipment used in public works operations.
6. Responsible for developing and implementing safety standards for the operation of public works facilities and equipment and for the construction, implementation, and

maintenance of public works projects; ensures all public works staff are trained and adhere to safety standards.

7. Responsible for the appropriate care and maintenance of all City owned or controlled public works equipment and facilities; develops procedures for and maintains records and inventory of materials and supplies; implements safety and loss control measures.
8. Develops budget forecasts for the amount of funds needed for materials, supplies, equipment, and staffing for public works functions; monitors and approves expenditures; recommends remedial action to adjust budget when expenditures exceed budget estimates or when unforeseen circumstances or budget cuts are imposed.
9. Determines public works staffing needs; supervises and conducts staff training, scheduling, and performance evaluations; participates in staff hiring, termination, and implementing disciplinary actions, if appropriate.
10. Makes a periodic report of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the Mayor and City Council.
11. Performs, instructs, and oversees public works staff in the complex and difficult tasks encountered with public works projects and activities including but not limited to the operation of specialized tools and heavy equipment.
12. Responsible for the proper implementation of City building inspections and working and coordinating with the City building consultant(s).

EMPLOYMENT QUALIFICATIONS:

Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).

Knowledge of:

- Methods, materials, tools, equipment, practices, and procedures used in construction, maintenance and safe operation of public roads, sewer lines and other public works facilities and operations;
- Proper operation of equipment and vehicles used in public works operations;
- Basic supervisory techniques and practices;
- Basic measuring techniques and arithmetic calculations;
- Budget preparation and implementation;
- Basic laws and regulations pertaining to public works; and
- Basic understanding of the building codes.

Skills and/or Ability to:

- Perform and/or oversee a variety of unskilled, semi-skilled, and skilled manual maintenance and construction tasks for extended periods of time;
- Properly operate and train and oversee others in the operation of a variety of equipment and tools related to public works systems, projects, and operations;
- Diagnose and repair malfunctions in public works operations;

- Understand and apply diagrams, blueprints, schematic drawings, and applicable City codes;
- Calculate realistic cost estimates for public works operations;
- Plan, direct, supervise, and evaluate the work of public works staff;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Establish and maintain effective working relationships with all levels of City staff, City officials, and the general public;
- Analyze policies, regulations, projects, activities, and methods and select alternatives;
- Project the consequences of proposed actions;
- Understand, interpret, and apply laws and regulations;
- Communicate effectively both orally and in writing; and
- Travel away from duty station for training and/or meetings.

Education, Experience and Training:

Any combination of education, experience and training that will provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a high school diploma or equivalent and five years of progressively responsible experience of wastewater treatment plant, wastewater-sewer systems, solid waste collection, roadways, grounds and facilities construction, operation and maintenance, or any combination of training, education or experience which demonstrates an understanding of and the ability to implement public works construction, operation and maintenance functions. Training and/or experience should also demonstrate a fundamental knowledge of basic construction techniques, code requirements, safety measures, precautions, and hazards involved with public works construction and operation.

Physical and Mental Requirements:

The physical and mental requirements are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Level C3: Physical demands include frequent lifting of heavy objects weighing fifty (50) pounds or more, often combined with bending, twisting, squatting, reaching overhead and working above ground or on irregular surfaces. Strength and stamina to stand for extended periods of time. Mental demands include the ability to have and maintain mental alertness at all times and to appropriately handle stress and interact professionally, communicate effectively, and exchange information accurately with others including supervisors, coworkers, members of the public, and others.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Strenuous physical work is occasionally performed in confined areas and work is often performed outside with continuous exposure to unpleasant elements such as dust, fumes and

odors, dampness, raw sewage, noise levels, or inclement weather conditions. May be required to work irregular hours and/or on call status. Travel by vehicle is required.

Required Licenses and Testing on Hire:

- A valid Nevada driver’s license.
- Employment background investigation
- Screening for alcohol and controlled substances

Required Licenses and Testing after Hire:

- Must obtain/maintain a Class B CDL driver’s license (or higher) within twelve (12) months of promotion or hire at this level.
- Must obtain/maintain a State of Nevada, Department of Transportation, issued Flagging Certification within twelve (12) months of hire date.
- Must obtain/maintain a Nevada Restricted Use Pesticide Certificate when next class is available.
- Must obtain/maintain a State of Nevada MSHA open pit/sand and gravel certification within twelve (12) month of hire date.
- Must receive Hepatitis A & B series of vaccines.
- Must receive a TD vaccine or have a record indicating vaccine was received within the preceding ten (10) years.
- Must actively work and make progress on obtaining Wastewater Operator Certificate with goal of obtaining a Grade IV through the State of Nevada Division of Environmental Protection.
- Must actively work with City building consultant to obtain certification for building inspections, both residential and commercial.

Employee Acknowledgement:

I acknowledge that I have read the above job description and have received a copy for my records.

Employee Signature

Date