



POSITION: PUBLIC WORKS DIRECTOR

JOB RESPONSIBILITIES:

This position has the responsibility for determining priority of all tasks listed subject to the direction of the Mayor and City Council.

Streets:

1. Coordinate all maintenance activities on city streets, sidewalks, and curbs such as grading, construction, repair, or reconstruction.
2. Inspect sidewalks to ensure code compliance; maintain city sidewalks as required.
3. Maintain all city signs, signals, paint crosswalks and parking markings.
4. Maintain, clean and repair storm sewers and catch basins as needed.
5. Spray weeds along roadways and city maintained sidewalks when needed.
6. Obtain salt and sand annually for application to streets and sidewalks as needed.
7. Remove snow, ice and debris from streets and sidewalks as needed. Coordinate staff to ensure a timely response to snow events as well as ensuring coverage of other required public works functions and staff rest periods. Communicate with the Mayor about weather conditions and help determine if a snow emergency needs to be declared. If so, communicate with the city clerk's office so that the residents and media are notified.
8. Maintain street maps, GIS information, and coordinate with city staff.
9. Maintain, hang, remove, and store (or arrange for such) pole banners and holiday street decorations

Grounds:

1. Maintain grounds on all city property (empty trash, sweep floors, etc.)
2. Trim and/or remove (or arrange for such) trees on city property as needed.
3. Inspect park playground equipment and repair or replace (or arrange for such) as needed.
4. Spray weeds (or arrange for such) when needed.
5. Trim, mow, and rake leaves.
6. Maintain (or arrange for such) all city property structures as needed.
7. Maintain retention basins.
8. Maintain City trails as needed.

Equipment:

1. Operate all city equipment on appropriate applications as needed.
2. Perform (or arrange for such) general maintenance and repair work on all city equipment as needed. Maintain accurate equipment records.
3. Ensure that all staff have received needed training for any equipment they need to use for their responsibilities, that they demonstrate that they are competent on a piece of equipment before they are allowed to operate and ensure that they keep current with training and knowledge about the equipment. If a staff member is found to not be competent using a piece of equipment, this employee will be removed from using the equipment until such time as they demonstrate they have become competent.
4. Arrange for the rental of equipment as needed.
5. Obtain and maintain the appropriate Commercial Driver's License (CDL).



Water:

1. Operate and maintain the water distribution systems according to all applicable laws.
2. Test water for chlorine, fluoride, and nitrate levels as required by permit; Maintain records of chlorine, fluoride, and nitrate usage.
3. Perform necessary functions for the city water system on holidays and weekends on a rotating basis with other qualified public works employees. Ensure the rotating of these responsibilities and the proper shifting of work hours to keep the employee's work hours over 40 per week to a minimum.
4. Post required notices and shut off water to property as needed.
5. Install or replace water meters and remote reading equipment as needed.
6. Operate the remote water meter system to capture the monthly meter readings for the entire city and capture specific address readings as needed during the month.
7. Maintain adequate levels of salt and chemicals for water treatment.
8. Drain water tower for inspection and/or painting as needed; inspect tower (or arrange for such) for scratches or chipped paint.
9. Flush fire hydrants on semi-annual basis and repair or replace as needed.
10. Complete back flushing.
11. Flow test/pressure test all fire hydrants on an annual basis.
12. Locate, repair, and/or replace (or arrange for such) of water mains and service lines as needed.
13. Complete and file water reports as needed or required.
14. Keep water plant in clean, organized condition.
15. Service and clean water utility pickup as needed.
16. Maintain water maps and GIS system.
17. Attend training sessions to acquire and/or maintain Water Distribution System Licenses through Iowa DNR.

Wastewater:

1. Operate and maintain the Wastewater Lagoon System.
2. Perform necessary functions for the city wastewater system on holidays and weekends on a rotating basis with other qualified public works employees. Ensure the rotating of these responsibilities and the proper shifting of work hours to keep the employee's work hours over 40 per week to a minimum.
3. Take and submit sewer samples for testing as required by permit.
4. Inspect lift stations as necessary, check flowchart and record usage.
5. Locate, and arrange for repair and/or replacement of sewer mains and manholes as needed.
6. Spray weeds when needed.
7. Oversee construction and maintenance of the sanitary sewer system.
8. Maintain sewer maps and GIS system.
9. Attend training sessions to acquire and/or maintain Wastewater Certifications through Iowa DNR.
10. Complete wastewater reports as needed or required.



Miscellaneous:

1. Supervise public works employees which includes assign work duties, ensure all city procedures are being followed, receive leave requests, participate in employee evaluations, communicate with the Mayor and Administrative City Clerk about any needed disciplinary action, participate in the discussion regarding pay and benefits, and any other needed tasks to ensure an effective publicworks workforce.
2. Issue needed disciplinary actions - verbal and written warnings - as needed. Keep an accuraterecord of such warnings showing at least: employee name, date, as well as details about the incident and what was discussed if verbal and a copy of any written warning. Place a copy of this record in the employee's personnel file at the city clerk's office.
3. Contact the Mayor and Administrative City Clerk when verbal and written warnings have not proven to be effective andwhen disciplinary actions need to be escalated.
4. Attend supervisory training for the drug testing program as required for the city's CDLprogram.
5. Ensure compliance with OSHA and other safety regulations including postings, equipmentuse, and procedures.
6. Coordinate cross training of all public work employees' responsibilities to ensure continuedoperation of all City functions.
7. Keep an accurate timecard and submit it with a weekly spreadsheet showing areas of work during the previous week on the first business day of each week to the city clerk's office. Anycombination of hours over 40 hours per week are to be pre-approved by your supervisor unless it is an emergency situation.
8. Notify your supervisor directly if you find it necessary to leave work early.
9. Notify your supervisor directly if you are unable to be present for work or unexpectedlydetained. Upon your return, report directly to your supervisor.
10. Help establish and keep up to date a city emergency response plan and participate in puttingthe plan into action in case of an emergency.
11. Respond to emergencies and situations that cannot wait for a response during regular businesshours to ensure the operation of all city functions or preserve private property. This may involve answering your city cell phone during non-regularly scheduled work hours.
12. Dispose of dead animals and other disposable items as needed from city property.
13. Arrange for locates of underground utilities prior to excavating projects and locate utilities asrequested by Iowa One Call.
14. Report to the Wayne County Sheriff any vehicles parked illegally on city property.
15. Assist in compiling a listing of properties in violation of city code. (Examples: mowingordinance, nuisance ordinance, junk car ordinance, or parking ordinance.)
16. Attend City Council meetings as needed to report activities, answer questions, and obtainapproval for projects when required.
17. Order parts and supplies for operations, projects, and equipment as needed.
18. Review all city property and equipment with the city's insurance agent to ensure propercoverage.
19. Compile an annual list of projects/task to complete.
20. Compile an annual list of needs for the budget planning process. This list should be completedby mid-December.
21. Be aware of all city policies as listed in the City of Corydon's Personnel Policy Manual



or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Corydon City Council.

22. Keep the city clerk's office staff informed of any planned absences for maintenance department employees. This is to ensure staff knows who to contact on a daily basis as well as see that any paychecks are issued for missed paydays.
23. All other duties as may be needed or assigned.

CONTACTS:

This position makes frequent contact with Administrative City Clerk and Deputy City Clerk to exchange and interpret information. Also makes frequent contact with Mayor to exchange and interpret information and persuade to different points of view. Also makes frequent contact with the other public works employees to observe and direct work, exchange, and interpret information, and persuade to different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the city are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding city projects or supplies/equipment purchases.

EQUIPMENT USED:

Backhoe, tractor loader, trucks, street sweeper, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required.
- B. Must have Commercial Driver's License (CDL) Class B with Air Brakes Endorsement.
- C. Certifications – Must have Grade I Water Distribution and Grade I Wastewater Treatment Certifications. The Corydon City Council may approve to obtain Grade II Water Distribution, Grade III Water Distribution, and Grade III Wastewater Treatment Certifications within allowable time frames as set by the City of Corydon management and the IDNR. Employment with the city is required two (2) years following certification or the employee will reimburse the City for all education related expenses incurred.
- D. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- E. Experience – Experience in employee supervision required. Experience in heavy equipment, water and/or sewer plant operation, grounds maintenance or related areas required.
- F. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the city; must have or obtain Water Distributions Systems License



Grade I & II, and Wastewater Certification Grade I & II and maintain current requirements; should have broad knowledge of City operations from maintenance perspective.

- a. Employment with the city is required for two (2) years following certification paid for by the City or employee will reimburse the City for all education related expenses incurred.
- G. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.
- H. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen’s expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by city management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed.

Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.