

City of Linton

Job Description

EXEMPT: YES	DEPARTMENT: PUBLIC WORKS
LOCATION: LINTON, ND	DATE: OCTOBER 15, 2018
REPORTS TO: MAYOR	ADOPTED: OCTOBER 15, 2018
PREPARED BY: INCUMBENT, AUDITOR	TARGETED HIRING RANGE: \$42,000-\$55,000 (DOQ)

POSITION: Director of Public Works

REPORTS TO: Mayor

SUMMARY: Working under the general direction of the mayor, the Director of Public Works is responsible for directing, scheduling and coordinating the activities and projects in all areas of assignment. The individual is responsible for the day to day operation and long-range planning of the Public Works department.

Duties include leadership, management, and oversight of assigned personnel; setting job duties and descriptions; hiring, training, evaluating, and performance management of assigned staff; overseeing the implementation, repairs and maintenance of all City facilities and equipment; managing contracts for engineering and other services needed for the Public Works Department.

**This posting is not meant to be an all-inclusive list of duties and responsibilities, but rather constitutes a general definition of the position's scope and function.*

AREAS OF ASSIGNMENT:

Water Operations & Maintenance
Sewer Operations & Maintenance
Solid Waste Operations & Maintenance
Streets Operations & Maintenance
Buildings and Grounds Maintenance
Cemetery Operations & Maintenance

ESSENTIAL DUTIES:

- Oversee and when required operate and maintain city vehicles and heavy equipment and machinery
- Oversee and when required perform routine and preventive maintenance of vehicles and equipment. This encompasses routine servicing of vehicles such as oil changes, replacement of belts, filters, plugs, etc.
- Assist with minor equipment maintenance and repair
- Oversee and maintain shop to ensure a clean and safe working environment
- Oversee and operate all equipment safely and efficiently when working in close proximity to other personnel, other City equipment and the general public
- Ensure all duties are conducted in a safe, efficient manner in compliance with all safety regulations
- Coordinate and lead regular weekly safety meetings and follow all safety rules
- Oversee and when required perform collection and disposal of solid waste, monitoring of materials coming into the solid waste trucks and facilities, lifting of solid waste containers

- Oversee and when required perform general maintenance and upkeep of the solid waste facilities and equipment
- Oversee and when required perform maintenance and delivery of solid waste containers
- Oversee and when required perform grounds keeping of City properties
- Oversee and when required perform routine maintenance, repair and construction of city streets, alleys and parking lots
- Oversee and when required provide work zone safety while maintaining traffic flow
- Oversee and when required perform snow removal and ice control
- Oversee and when required perform grounds keeping of City properties as assigned
- Oversee and when required perform maintenance and repair of buildings and building systems
- Oversee and when required perform chemical application as needed for weed control
- Provide Project Management and oversight for all Public Works Projects
- Monitor and respond to citizen concerns or complaints
- Perform weekly Citywide inspections for Ordinance Violations
- Provide weekly management updates to Mayor on the Public Works Department

KNOWLEDGE, SKILLS, AND ABILITIES:

Heavy Equipment Operating

- General mechanical, plumbing and electrical repair and diagnosis
- Interpreting Work Specifications
- Reading and comprehending maps, diagrams, and regulations
- Maintaining files and records
- Knowledge of City geography and street locations
- Using hand and power tools
- Operation and maintenance of equipment, tools, machinery, and systems relating to the area of assignment
- Snow removal and ice control techniques
- Basic public works infrastructure
- Basic mathematical calculations
- Basic computer skills and knowledge of Microsoft Office Software

MINIMUM QUALIFICATIONS:

- High School Diploma or General Equivalency Degree (G.E.D.) and experience sufficient to successfully perform the essential duties of the job. Valid Class D North Dakota Driver’s License
- Must reside within the Linton city limits within 3 months of hire

DESIRED QUALIFICATIONS:

- One-year or more experience maintaining and repairing municipal water and sewer systems

LICENSING REQUIREMENTS:

- Must be successfully completed within 6 months of hire
 - North Dakota Class B Commercial Driver’s License without Restrictions
- Must be successfully completed within 24 months of hire
 - Water Distribution Class 1

- Water Treatment Class 1
- Waste Water Treatment Class 1
- Waste Water Collection Class 1

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, sitting and repetitive motions.

WORK ENVIROMENT:

May be required to work after normal business hours, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance and sanitation operation work.

May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, inadequate lighting, work space restrictions and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally.

Employees in this position are subject to random alcohol and controlled substance testing in accordance with the federal mandated Omnibus Transportation Employee Testing Act of 1991.

RESPONSIBILITIES

1. Year round
 - a. Oversee daily operation and maintenance of the Public Works Department, buildings, equipment, and other city property and record keeping regarding this department
 - b. Work with City Auditor regarding bills, budget requests for Public Works and other projects
 - c. Attend City Council meetings and other meetings as requested from mayor
 - d. Work with Mayor, City Engineer, Auditor and any subcontractors the City may employ
 - e. Schedule and take on-call weekends
 - f. Oversee garbage truck
 - g. Oversee and when required read water meters monthly
 - h. Oversee and when required perform meter repairs and change outs
 - i. Oversee and when required check water tower and lift station daily and during on-call weekends
 - j. Oversee and when required shut water off/on at homes or businesses for unpaid bills or moving in/out
 - k. Take monthly and quarterly water samples
 - l. Assist in maintenance of city owned buildings
 - m. Oversee and when required spray dandelions/weeds as needed
 - n. Oversee and when required mow city lots, roads, ditches, lagoon road, dikes and cemetery as needed
 - o. Oversee and when required haul grass and leaves to designated site as needed
 - p. Oversee and when required maintain cemetery road - remove snow when needed in winter
 - q. Oversee and when required help keep shop clean, organized and inventoried

- r. Oversee and when required operate various equipment (maintainer, pay loader, street sweeper, dump trucks, riding mowers, sewer jetter, sand truck, portable air compressor, tar wagon, weed eaters, push mowers)
- s. Oversee and when required service and maintain equipment
- t. Order fuel, oil, grease, parts and all Public Works materials
- u. Oversee and when required locate underground utilities
- v. Oversee and when required open plugged sewers and fix water breaks during or after working hours
- w. Oversee and when required remove debris from storm sewer grates
- x. Oversee and when required wash out lift stations and clean floats
- y. Oversee and when required monitor lagoons
- z. Ensure sand bags and sand on hand for flooding
- aa. Put gate in at lift station when flooding is occurring and sandbag
- bb. Oversee and when required change sump pumps at main lift station yearly
- cc. Oversee and when required clean up trees on streets after wind storms
- dd. Manage and delegate work to subordinates
- ee. Manage subordinates weekly time cards and overtime
- ff. Other duties as assigned by Mayor
- gg. Project Manage all Public Works projects and oversee all contractors for service while providing regular updates

2. Spring

- a. Oversee and when required snow removal as needed
- b. Check flood index
- c. Oversee and when required open storm sewer grates
- d. Oversee and when required make sure storm sewers are not froze up
- e. Oversee and when required perform sewer and hydrant flushes
- f. Make sure both water towers are sealed and locked
- g. Oversee and when required transfer lagoons
- h. Oversee and when required fix barbed wire fence at lagoon
- i. Oversee and when required blade gravel roads and alleys
- j. Clean dips which are iced up or rough, clean all corners
- k. Oversee and when required begin sweeping city streets
- l. Order crack filler
- m. Oversee and when required fill pot holes, seal cracks including the walking paths
- n. Oversee and when required paint stripes on streets
- o. Oversee and when required maintain walk paths
- p. Oversee and when required push up grass at grass site daily and on weekends
- q. Assist with clean-up week
- r. Monitor lagoons for discharge
- s. Oversee and when required keep land fill clean
- t. Oversee and when required cover inert site with dirt
- u. Check for faded or broken signs, order and replace
- v. Oversee and when required take down snow equipment
- w. Attend all required training sessions with health department

3. Summer

- a. Oversee and when required perform crack sealing
- b. Oversee and when required monitor landfill
- c. Oversee and when required jet sewers
- d. Oversee and when required blade gravel roads
- e. Oversee and when required perform oil changes
- f. Oversee and when required monitor lawns that need to be cut and lots that need to be cleaned and report to City Auditor
- g. Oversee and when required work gate valves
- h. Oversee and when required trim trees
- i. Oversee and when required spray weeds
- j. Oversee and when required fill pot holes in business district
- k. Check sand supply for flooding and water breaks – order if needed
- l. Check supply of Class 13 gravel for low spots in alleys – order if needed
- m. Oversee and when required sweep streets
- n. Oversee and when required haul appliances to junk dealer
- o. Close off streets for all required city events and clean-up after each event
- p. Oversee and when required haul grass to designated sites
- q. Do yearly inspection with Health Department

4. Fall

- a. Oversee and when required empty and balance lagoons down for winter
- b. Oversee and when required perform sewer and hydrant flushes
- c. Oversee and when required jet sewers
- d. Oversee and when required blade gravel roads
- e. Oversee and when required sweep city wide
- f. Oversee and when required set sweeper for leaves and sweep 3-4 times
- g. Ready snow equipment
- h. Oversee and when required winterize and put all summer equipment in storage
- i. Get storm lift stations ready for winter
- j. Service and repair the sewer lift station (contract with sewer company to repair)
- k. Get sand and salt for the winter
- l. Oversee and when required clean and remove leaves from storm sewers and flush
- m. Oversee and when required flush sanitary sewers
- n. Oversee and when required flush all fire hydrants
- o. Hire manure spreader to spread grass and leaves on field; walk and pick up all garbage in grass and leaves
- p. Assist with clean-up week

5. Winter

- a. Oversee and when required perform snow removal
- b. Oversee and when required haul snow
- c. Oversee and when required sand streets
- d. Get parts for summer equipment service
- e. Oversee and when required perform annual service work on all summer equipment
- f. Oversee and when required burn tree pile – get permit to burn

- g. Oversee and when required fix Christmas lights and put up week before Thanksgiving and take down during week after New Year's Day
- h. Check buildings for heat

BENEFITS:

- Health, dental and vision insurance
- ND Pers retirement
- Vacation time
- Paid holidays
- Sick leave

CLARIFICATION CLAUSE:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in the Director of Public Works position. The job description is not a contract. The City reserves the right to modify the job description at any time.

TO APPLY: Send resume and cover letter to cityoflinton@bektel.com.