

CITY OF REPUBLIC

DEPARTMENT: WATER/SEWER/ROADS

TITLE: PUBLIC WORKS DIRECTOR

REPORTS TO: MAYOR

POSITION PURPOSE:

The primary function of an employee in the position of Public Works is to provide services in water, wastewater, storm drains, streets and park department.

RESPONSIBILITIES:

The person holding this position is to provide safe drinking water to the public. Maintain water mains, tanks and any other service line that belongs to the City. Check flow meters daily. Repair broken meters, repair broken or leaking pipes, and install new services. Test valves and hydrants as needed. Water sampling as required by the State. Read water meters. Hand deliver penalties and shut off services for non-payment customer. Know and understand chlorine injection systems. Test for chlorine. Monitor wastewater flow of the wastewater treatment system, which consists of a lagoon system. Maintenance for sewer mains and manholes, also maintain the storm drain system.

Oversee maintenance and repairs of building and equipment.

Supervise the park personnel, and oversee maintenance of parks and equipment. Must be able to operate any and all equipment the City owns or rents. Such as wood chipper, sewer machine, road grader, sander, dump truck, snow plows, and street sweeper, etc.

KNOWLEDGE, ABILITIES AND SKILLS:

Valid Washington State driver's license. All employees must undergo a thorough background check, be fingerprinted and photographed, if required. PW Director will be required to obtain a Washington State Wastewater Operator certificate and a Water Distribution Manager 2 certificate. Certification may be obtained after hire, within an agreed upon time frame.

NATURE OF WORK AND PHYSICAL AND MENTAL DEMANDS:

- Duties are performed indoors and outdoors, under a variety of weather conditions, both individually and part of a work team.
- Employee is regularly required to walk, use hands and fingers to handle or feel objects, tools, controls; and reach with hands and arms.
- Employee will be required to stoop, kneel, crouch, or crawl and talk and be able to hear. The employee is occasionally required to climb or balance, twist or lift.
- During investigations, the employee may occasionally be exposed to hazardous sewer gases and unseen hazards such as blood borne pathogens in sewer lines, and is required to observe and undertake proper safety precautions.
- The position is subject to stressful situations and demands and meeting project deadlines or responding to emergencies. May require working more than forty (40) hours per week. Attendance at night meetings may be required.

Employee

Date

Department Head

Date