

TOWN OF SHERIDAN

Position Description

Position: Public Works Director

Department: Public Works

Accountable To: Mayor

Summary of Work: Under general supervision of the Mayor performs skilled and supervisory work in the maintenance of streets, alleys, water distribution and sewer collection systems, town equipment and all other town facilities.

Job Characteristics:

Nature of Work: This position involves the complex operations of directing, planning, evaluating and supervising the maintenance of Town operations. Position performs duties both indoors and outdoors in all weather conditions. Is on call 24 hours a day in the event of a water/sewer facility or infrastructure failure. Position may come into contact with hazards such as sewer gases, open holes on water breaks and sewer repairs, and climbing the water tower to make repairs.

Personal Contacts: Position comes into daily contact with fellow employees, supervisor and the public.

Supervision: Position is responsible to and receives instructions from the Mayor.

Supervision Exercised: Position is responsible for the daily supervision of 1 employee and seasonal laborers.

Essential Functions: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with

fellow employees, supervisors and the public; organize, coordinate and supervise the work of others; obtain licenses necessary for this position; climb in and out of manholes; lift and relocate up to 150 lbs.; operate heavy equipment; drive a dump truck and street sweeper; climb ladders above the ground; make repairs on water and sewage facilities and infrastructure as needed; utilize proper safety measures when handling chemicals.

Areas of Job Accountability and Performance:

- supervises and conducts inspections of the various Town services to determine maintenance and/or repairs
- recommends work projects, estimates time schedules, maintains work orders and manpower as well as material requirements
- supervises and performs sweeping and cleaning of the streets and alleys, snow removal, sanding, park maintenance, and the maintenance and operation of sewer collection and water distribution systems
- attends all Town Council meetings
- insures chemical treatment meets established standards of quality
- monitors ground water quality and system infiltration
- prepares water records on a daily basis and meter readings
- safeguards and prevents misuse of Town assets
- prepares service records, water reports and water service line reports on a monthly basis
- fixes and replaces fire hydrants and broken water mains and may operate medium to heavy equipment subject to emergency calls
- prepares operational records of all employee activities
- assists in the preparation of department budget
- oversees and uses equipment requiring care to assure against breakdown or deterioration
- maintains all streets and alleys which consists of pot-hole patching , blade gravel, and snow plowing the streets and alleys
- controls Spring run-off

- sweeps streets, marks curbs and street for parking, and replaces signs when needed
- assist the State with snow removal on Main Street
- mows edges of the graveled streets and blades the graveled alleys
- responsible for the maintenance of all Town parks including: baseball fields, public parks, and the skating rink
- weed control
- maintains the sprinkler systems, floods and sweeps the skating rink, trims hedges at the parks, occasionally cleans rest room areas, paints swimming pool and replaces chlorine containers.
- keeps shop area picked up and as clean as possible
- washes and services vehicles and equipment
- maintains as much of the mechanics of equipment as possible from transmissions to hydraulic hoses to building truck boxes.
- performs skilled work in the operation of heavy equipment and skilled or semi-skilled manual labor when necessary, including duties of a municipal service worker

Job Requirements

Knowledge: This position requires knowledge of safety rules and regulations; codes and policies; methods, materials and equipment common to manual labor; maintenance of mechanical equipment; the operation and maintenance of water and sewer

Skills: This position requires skills in hand and power tools designed for manual labor, operation of light, medium and heavy equipment including but not limited to: crane, loader, grader, dump truck, packer, sander, lawn mower, hot tar-distributor, hot box, large air compressor, street sweeper, welder, cutting torch, and backhoe; operation of pumps, motors and other mechanical and testing equipment.

Abilities: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; organize, coordinate and supervise the work of others; take accurate readings; keep

accurate records and reports; instruct and orient other employees; obtain licenses necessary for this position; climb in and out of manholes; lift and move up to 150 lbs.; operate heavy equipment, drive a dump truck and street sweeper; climb ladders, make repairs on water and sewage facilities and infrastructure as needed; utilize proper safety measures when handling chemicals.

Education and Experience:

The above knowledge, skills and abilities are typically acquired thorough a combination of education and experience equivalent to:

- High School diploma or GED
- 2 or more years in a supervisory position or any equivalent combination of education and experience
- 5 or more years experience in operating heavy equipment
- must possess a valid Montana Driver's license in the operational class required by law
- must possess or acquire and maintain a Water and Wastewater Operator Certificates from the State of Montana at the Towns cost

Job Performance Standards:

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

- performs assigned duties
- competently supervises and performs sweeping and cleaning of streets and alleys, snow removal, sanding, park maintenance, and the maintenance and operation of sewer collection and water distribution systems and the operation and maintenance of all other Town facilities
- adheres to standards of confidentiality
- maintains accurate and timely records
- prepares and submits accurate and timely reports
- accurately monitors ground water quality and system infiltration
- deals tactfully and courteously with the public

- maintains all streets and alleys, which consists of post-hole patching, blade gravel and snow plowing in streets and alleys
- observes work hours
- demonstrates punctuality
- responsibly maintains all of the Town parks including: baseball parks, public parks, skating rink.
- establishes and maintains effective working relationships with fellow employees, supervisors and the public
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Date_____

Employee_____

Mayor_____