

CITY OF LEWISTON
Job Description
Council Approval: 10/23/2024

POSITION TITLE: Public Works Director
DIVISION: Public Works
FLSA STATUS: Exempt
REPORTS TO: City Administrator

JOB PURPOSE SUMMARY

Directly responsible for the City's water system, wastewater treatment and sanitary sewer system, storm sewer system, operation and maintenance of city streets, alleys and parking lots, parks and shade tree. Provides manual labor and operates and maintains public work's department equipment as required to provide timely and efficient general maintenance services to the entire city operations. Assigns and directs work in various areas of the public works department such as streets, utilities, parks or maintenance. Inspects work of others. Keeps a record of time and materials used.

POSITION RESPONSIBILITIES AND TASKS

- Assists in coordinating a comprehensive program of city streets, alleys, parking lots, sidewalks, curbs street signs, shade tree, sewer lines, ponds, pump station, buildings, and facilities, to insure the highest level of maintenance at the most favorable cost within the budget.
- Submit necessary state reports to the Council, submit necessary state and other necessary units, regarding operation of the City's water and sewer systems and streets.
- Submit monthly reports to the Council regarding daily activity of the Public Works Department.
- Supervises and maintains water, sewer, and storm sewer maintenance and repairs.
- Maintains accurate records and budgets relating to the repair and maintenance of streets, sewer lines, lift station, ponds, and equipment as a guide to analyzing recurring problems.
- Maintains services on city sidewalks, crosswalks, parking lots, street cleaning, traffic signs, curbs and parking stalls, and city buildings.
- Performs various maintenance tasks associated with all public works areas such as streets, parks, sewer and water, storm sewer, and city vehicles.
- Reads water meters, records findings, and forwards to City office staff for billings. Advises City office staff of non-functional meters and installs and repairs water meters.
- Locates underground water and sewer lines for "gopher-one" calls.
- Performs, delegates, or directs:
 - Mows grass and removes snow around pump house, fire hydrants, and vacant lots
 - Basic plumbing and electrical repairs
 - Cleans and maintains park restrooms, playground equipment and pavilion.
 - Cleans City Hall and Community Center
- Responds to location of emergency service calls on a 24-hour a day basis as necessary as per the policy.
- Operates various mechanic shop owner equipment and hand tools such as grinders, drill, saw, mechanic instruments and tools, welders, torch, etc.
- Samples and tests water and sewer and keeps appropriate records as required by the state.

MINIMUM QUALIFICATIONS

- a) Associate's degree for the operation of water and wastewater treatment facilities, management, business administration, or other closely related field or two (2) years of equivalent experience.
- b) Thorough knowledge to operate water and sewer treatment plants. Knowledge of electronics and mechanics.

- c) Knowledge and experience in sanitary sewer and storm sewer cleaning, maintenance, and operation.
- d) Knowledge of the maintenance of a water tower, wells, and filtration operations.
- e) Knowledge of and experience with street construction and maintenance.
- f) Thorough knowledge of the use and operation of all public works department equipment.
- g) Possession of a Minnesota Department of Health Water Systems Operator Class "D" License.
- h) Possession of a Minnesota Pollution Control Agency Wastewater Operator Class "D" License.
- i) Two (2) years of experience in the maintenance of streets, parks, and utilities or an equivalent combination of education and experience.
- j) 2 years of supervisory experience.
- k) Strong written and verbal communication skills.
- l) Valid Minnesota Class D driver's license.

DESIRABLE QUALIFICATIONS

- a) Bachelor's degree in management, business administration, or a closely related field.
- b) Five (5) years of experience in the maintenance of streets, parks, and utilities or an equivalent combination of education and experience.
- c) Possession of a Minnesota Department of Health Water Systems Operator Class "C" License.
- d) Valid Minnesota Class B driver's license (CDL with air brake endorsement).

ADDITIONAL JOB FUNCTIONS

- Participates in training and education opportunities to maintain and improve proficiency and required licenses.
- Perform other duties as assigned or apparent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of tools, methods, operations, and materials used in water and wastewater treatment facilities.
- Considerable knowledge of laboratory testing and laboratory equipment involved in water and wastewater treatment.
- Considerable knowledge of Storm Sewer System.
- Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the City's utility system.
- Considerable knowledge of the rules and regulations related to water and wastewater treatment.
- Ability to serve citizens in a tactful manner and resolve problems in a matter that maintains respect for city government.
- Skilled in the repair and maintenance of utility equipment and facilities.
- Skilled in testing sludge samples and water samples.
- Ability to perform heavy manual labor, sometimes under adverse conditions.
- Ability to communicate effectively with other city employees, city council, general public, and regulatory agencies.
- Ability to read and follow technical manuals/guides, gauges, detect problems, and respond appropriately to them.

SUPERVISION EXERCISED

- Supervision exercised for all public works employees.

SUPERVISION RECEIVED

- General supervision by the City Administrator with wide latitude for independent action and decision-

making.

PUBLIC CONTACTS

- Considerable and continuous contacts with city departments and employees, public and private organizations, business, other governmental agencies and officials, and the public.

WORKING SCHEDULE

The typical hours are 7:00 a.m. through 3:30 p.m. Monday - Friday with a 30-minute lunch period and two 15 - minute rest periods. Other hours will be required, as this position is responsible for attending City Council meetings and other meetings as necessary. On-call rotation is applicable as assigned by the City Administrator to meet department needs. On call duties include reading the pumps at the filter plant and lift station during weekends/holidays. During an on-call week, must be able to respond to an emergency or situation within 30 minutes, and must be able to respond by telephone within 10 minutes as per policy.

WORKING CONDITIONS

These conditions are intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, physical demands/work environment, or equipment utilized by personnel in this classification. This position involves potential exposure to dust, direct, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning materials/equipment and moving objects. This position must work inside, outside, in confined areas, work at heights, work on uneven ground, and work underground. This position is exposed to heat, cold, extreme cold, wetness, humidity and marked changes in temperature on humidity. Position includes 2 hours of sitting, 3 hours of standing, and 3 hours walking. Activities that occur infrequently or up to 60 minutes per day are bending/stooping, squatting, crawling, crouching, kneeling, pushing, pulling, twisting, climbing staircase or other height, reaching at shoulder level, with the right, left or both shoulders, reaching above shoulder level with the right, Left or both shoulders at the same time, use of fingers and hands repetitiously for fine manipulation, sense of touch, use of left, right and both feet in repetitive actions, talking and hearing. Must be able to see using near vision, far vision, depth perception, accommodation, color vision and field of vision/peripheral and small. This position requires carrying and lifting more than 75 pounds for up to 60 minutes a day.

EXAMPLES OF EQUIPMENT UTILIZED

Use of a variety of gas, electric and air power tools, calculators, radios, cell phones, laboratory equipment, measure and meter equipment, and electrical equipment. Vehicles such as backhoe, loader, dump trucks, pickups, power drill, power saw, grinder, torch, cut off saw, pumps, jack hammer, riding mower, push mower, computers, and office equipment.

CONDITIONS OF EMPLOYMENT

- Must possess a valid Minnesota driver's Class D license.
- Must comply with organizational and departmental policies.
- Must successfully pass a reference and background check.
- Possession of a Minnesota Department of Health Water Systems Operator Class "D" license.

NON-DISCRIMINATION POLICY/EEO POLICY

The City of Lewiston provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The city will not discriminate against any employee or applicant for employment based on any class protected by state or federal law.

DISCLAIMER

This job description does not constitute an employment agreement between the City of Lewiston and the employee and is subject to change by the city as the needs of the city and requirements of the job change.

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