

RESOLUTION NO. 2018-03

A RESOLUTION OF THE CITY OF ELECTRIC CITY  
ADOPTING A JOB DESCRIPTION FOR  
PUBLIC WORKS DIRECTOR

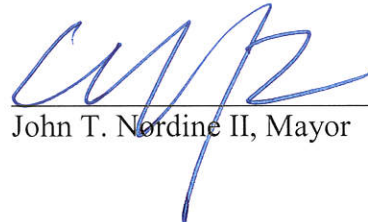
**RECITALS:**

1. WHEREAS, the City of Electric City desires to adopt a job description for the following positions: Public Works Director

**NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Electric City:**

1. The job description for the position of Public Works Director as attached hereto is hereby adopted.

ADOPTED by the City Council of the City of Electric City, Washington, this 13th day of March, 2018.

  
John T. Nordine II, Mayor *pro tem*

ATTEST:

  
Russell D. Powers, Clerk/Treasurer

## **Class Specification: Public Works Director**

### **General Summary:**

Appointed by the Mayor. This position is responsible for providing lead support in the City's Public Works Department. Leads maintenance crew and performs various maintenance and improvement projects in support of city utilities, streets and other areas of responsibility as directed. This position requires physical labor, public relation, independent judgment and organizational skills. Works under the direction of the Mayor or his designee.

### **Responsibilities/Duties:**

- Independently plans, schedules and directs all regular department work including preventative and corrective maintenance.
- Lead maintenance crew in the daily operation, maintenance, and repair of city water, sewer, streets, and parks facilities.
- Oversee and participate in the development and administration of the public works department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditure and implement budgetary adjustments as appropriate and necessary.
- Operate heavy equipment including tractor, commercial dump truck, street sweeper, roller, and backhoe.
- Operate specialized equipment including, commercial generator, sewer jetter, sewer camera, weed trimmers, tree trimmers and various other power tools as required.
- Conduct monthly water meter readings and report data to the utility clerk for processing.
- Evaluate all public works projects and determine course of action.
- Direct crew in the operation of specialized vehicles and equipment to aid in the removal of snow.
- Perform testing, maintain logs, and operate sensitive equipment at the water treatment facility and complete required reports to the Department of Health.
- Maintain inventory of public works equipment and supplies and condition of the cities assets.
- Prepare documents and bids for materials and services including public works projects and engineering projects.
- Read, interpret, apply and explain federal, state, and local policies, procedures, laws and regulations.
- May be required to organize crew, and work outside normal business hours for emergencies as assigned by the supervisor.
- Select, train, motivate and evaluate public works department personnel; provide or coordinate staff training, including safety meetings; work with employees, to correct deficiencies; required to maintain all required records for all training. Perform yearly reviews for public works department personnel.
- Other duties assigned by mayor or his designee.

**Knowledge, Skills and Abilities:**

- Knowledge and ability to operate, troubleshoot, and perform maintenance on vehicles and equipment.
- Ability to maintain arsenic treatment plant, checking daily wells, lab testing, taking required samples and sending to appropriate labs.
- Ability to obtain any required Water Distribution Manager, Cross Connection Control and Confined Space certifications.
- Ability to maintain all records for the department that are required for the department as necessary
- Respond to requests for service and assistance from the general public.
- Ability to attend and present information at meetings associated with public works.
- Ability to establish and maintain effective working relationships with employees, officials and the general public.
- Ability to lift 50 pounds, bend, crouch, climb up or down ladders and excavations, work in confined spaces, stand for long periods of time, and perform precise movements with hands and arms.
- Ability to read and write English, follow detailed instructions, interpret schematics, plans, manuals, and calculate mathematical figures with accuracy.
- Ability to work with Microsoft Office Suite.

**Education and Experience:**

- Valid Washington State License with commercial driver's license endorsement or ability to obtain one.
- Ability to obtain Water Distribution Manager 2 Certification.
- 5 years relative public works experience.
- High School Diploma or GED equivalent.