

JOB DESCRIPTION PUBLIC WORKS DIRECTOR

June 2019

Reports to: Mayor

The Fillmore City Public Works Supervisor is a Department Head who works under the direction of Mayor. Duties and responsibilities shall include but not be limited to:

- I. Supervises all Public Works Activities
 - A. Oversees all public works employees:
 1. Ensures that all employees are adequately trained for job performance and safety
 2. Ensures that all required licenses and certifications are kept current
 3. Plans and assigns daily tasks
 4. Meets with employees to correlate activities
 5. Monitors work performance
 6. Conducts performance reviews
 7. Recommends salary adjustments
 8. Approves leave requests/ correlates leave time
 9. Imposes disciplinary action when necessary in accordance with the Fillmore City Personnel Policy
 10. Documents all disciplinary actions and submits to city recorder for personnel files
 11. Works with the mayor in the hiring and terminating processes for public works employees
 - B. Shop and Equipment
 1. Oversees safe operations of shop and equipment
 2. Supervises the maintenance of city vehicles and equipment
 3. Supervises the maintenance and upkeep of shop and buildings
 4. Protects city assets – all tools, vehicles, and equipment
 5. Conducts safety training sessions
 6. Ensures compliance with safety standards
 7. Orders supplies
 - C. Streets and Sidewalks
 1. Plans all facets of street and sidewalk construction and maintenance
 2. orders materials and supplies
 - D. Grounds
 1. Oversees maintenance and improvements for city parks, cemetery, city building grounds, street rights-of-way, etc.

2. Coordinates use of city equipment for grounds maintenance
3. Ensures that equipment is maintained and safe to operate

E. Airport

1. Oversees general maintenance of airport property and equipment
2. Assists airport manager as needed

II. Supervises Water and Sewer Operations

A. Ensures that:

1. All required licenses and certifications are kept current
2. Employees are safety trained
3. Safety regulations are implemented and practiced
4. Required testing deadlines are met
5. Reports are completed and submitted as required

B. Maintenance

1. Oversees maintenance of water and sewer systems
2. Oversees upgrades and meter replacements
3. Recommends capital improvements as needed
4. Orders supplies

III. Other

- A. Works within established budgets
- B. Follows the Fillmore City Purchasing Policy
- C. Performs other tasks as needed and/or assigned by the mayor

IV. Requirements

- A. Resident of Fillmore
- B. Dependable, accountable, responsible, and thorough
- C. Ability to work a flexible schedule when necessary
- D. Current commercial drivers license (CDL)
- E. Ability to operate and maintain equipment
- F. Ability to plan, organize, supervise, delegate, and diffuse volatile situations
- G. Positive, optimistic, even tempered
- H. Timely response to after hour emergencies
- I. Relates well with people, with both the employees and the public
- J. Computer literate
- K. Ability to prepare reports and evaluations

Employee Signature

Date