

# Garland City

## Job Description

Job Title:	Public Works Director	
Department:	Public Works	
Location:	72 N. Main Garland, Utah 84312	
Pay Level:	D-1	
Physical Demands: Category IV – Heavy Labor as per the Pre-Employment Evaluation Program		
<b>Employment Status</b>  <input checked="" type="checkbox"/> Exempt Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call Public Safety Independent Contractor	<b>Employment Classification</b>  <input checked="" type="checkbox"/> Full-time Part-time Part-time Recreation Temporary/Emergency Firefighter/EMT <input checked="" type="checkbox"/> Benefits Contract	<b>Required Equipment</b>  <input checked="" type="checkbox"/> City Vehicle <input checked="" type="checkbox"/> Cell Phone Pager Personal Protective Equip.

**Job Summary**

Performs highly responsible administrative and professional work in planning, organizing, coordinating, and supervising all phases of the City wide Public Works program including water, sewer, treatment plant, facilities, motor pool, right-of-ways, storm drain, secondary water, and streets.

**Supervision**

Given:       Public Works Personnel

Received: Mayor

**Essential Duties**

- Sees that all City owned infrastructure is properly constructed and maintained.
- Sees that all required State and Federal reports are reported on a timely basis as required by law.
- Completes reports on activities and duties as required or assigned by the Mayor and/or City Council.
- Attends City Council, and Planning Commission Meetings when necessary.

- Makes recommendations as to the hiring, firing, advancement, promotion, or any other change of status of Department personnel.
- Handles grievances and disciplinary matters related to work assignments, interpersonal relationships, employee conduct, and general behavior in accordance with Garland City Personnel Policies and Procedure Manual.
- Evaluates and assures delivery of necessary training needed by the department.
- Supervises and monitors the maintenance of the public works record keeping system.
- Coordinates and conducts Department meetings.
- Plans and assigns work shift schedules.
- Ensures timecards are submitted promptly and accurately.
- Orders equipment, supplies, and large budget expenditures.
- Directs the preparation and administration of departmental budgets and presents budget proposals to City management.
- Conducts program evaluations and formulates action to upgrade departmental efficiency and capability as needed.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- Methods, materials, techniques and equipment necessary for proper maintenance, repair, and construction of roads, sewer systems, water systems, and public works activities.
- Safety practices and regulations common to construction, repair, and maintenance activities.
- Standards and testing of water, sewage, and treatment of wastes.
- City, State, and Federal regulations and laws pertaining to all aspects of Public Works administration.
- Different State agencies that will be required to work with i.e. Utah Department of Transportation (UDOT), Utah Department of Environmental Quality (DEQ), Utah Division of Drinking Water (DDW), Utah Division of Water Quality (DWQ), Utah Department of Natural Resources (DNR), Utah Division of Water Resources, Utah Division of Water Rights (UDWR), and other various State agencies.

#### **Skills in:**

- Using correct judgment to avoid accidents which could bring injury or death to citizens and legal action against the City.
- The use of standard office equipment, Microsoft Word and Excel, specialized computer aided drafting programs and equipment to aid in design, inventory, and maintenance of civil municipal projects and programs.
- The use of tools and equipment used in maintenance, repair, and construction.
- The use of basic hand tools and operation of small power equipment.

#### **Ability to:**

- Understand State required quality assurance laboratory work.

- Plan, organize, and coordinate diverse water, sewer, street, storm drain, and any other public works infrastructure construction projects, maintenance, and repair programs.
- Read and explain basic engineering plans, drawings, etc.
- Communicate effectively verbally and in writing.
- Supervise, organize, coordinate, and manage all of the Public Works operations.
- Establish and maintain adequate records and reports on all public works operations.
- Work with other Department Heads, public officials, and citizens on various City projects and activities.
- Concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.
- Constructively and creatively solve problems and resolve disputes.
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Understand and follow City ordinances and policies.

### **Physical Demands**

- Frequent lifting of 25-50 pounds with occasional lifting of 100 pounds or more.
- Stand or walk most of the time with bending, twisting, or working on irregular surfaces or at heights above the ground.
- Climb ladders to access building roofs, underground vaults, and trenches.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Exposure to excessive noise and vibration.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

### **Working Conditions**

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Work is primarily performed in an office or other environmentally controlled room.
- Work is also performed outdoors with exposure to cold, heat, precipitation, and dust.

### **Education & Experience**

- A high school diploma or equivalent is required.
- A Bachelor's Degree in a related field or four (4) years of progressively responsible Public Works experience.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.
- Certifications and education appropriate to manage and direct Public Works operations.

- D4, Water Distribution 2, Water Treatment 4, Collections Waste Water 2, Waste Water Treatment 3, Cross Connection
- Will be required to have all required certifications within 18 months of hire date

### **Special Requirements**

- A one year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Required to respond to work situations in a reasonable time after hours and on weekends.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass ongoing drug testing.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

***The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Garland City is an EEO/ADA employer.***