

VILLAGE OF RIDGEWAY

Job Description

Director of Public Works

Position: Director of Public Works

Department: Public Works

Reports to: Board of Trustees

Employment Category: On Call, Full-time, Non-exempt, Medical, Dental, WRS Retirement, Short term disability and life insurance eligible

Pay Range: From \$23 - \$26 an hour based on qualifications, paid training and certification compliance

Job Brief - General Nature of Responsibilities:

In the Village of Ridgeway, population 650+, the Public Works Director functions as the Water, Wastewater, and Sewer Treatment Plant Operator. Additionally: Monitors and oversees physical facilities, including a new wastewater treatment facility constructed in 2019. Responsible for various administrative/managerial and facility operation duties. Helps plan for long-term programs, capital improvements, and maintenance operations. Water, Sewer, Streets and Park Budget maintenance and preparation. Monitor the working progress of public works staff. Responsible for sanitation, facilities maintenance, utilities, code enforcement, and various other duties as required.

Essential Skills, Knowledge, and Abilities

Must possess a good general knowledge of the methods and machinery used in Facility, Street, and Park Maintenance. Must have experience and basic skills in a number of disciplines such as carpentry, plumbing, welding, cement, electricity, and vehicle maintenance. Must demonstrate solid driving skills, including the ability to perform snowplowing assignments and possess the ability to operate a variety of tools, vehicles, and equipment. Able to utilize Microsoft Office programs (Word and Excel) and email. Able to follow written and oral instructions.

Essential Duties and Responsibilities

- **Sewer and Water Service Maintenance**
 - Assist in the maintenance and repairs of water mains throughout the village including daily Inspection (Visual Inspections)
 - Visual Inspection of all Ridgeway Streets to ensure safety and functionality (Note any deficiencies so proper corrections can be made in a timely manner)
 - Daily Inspection and Maintenance of Municipal Wells and Water Works (Visual Inspections)
 - Check, record, sample, test, and report as necessary
 - Work order maintenance
 - Water Meter Reading and Maintenance
 - Daily Inspection and Maintenance of Municipal Lift stations
 - Daily Maintenance of Wastewater Treatment Facility
 - Monitor and maintain discharge waters
 - Mechanical maintenance
 - Sampling, Lab Testing, Calibrating, and Chemical Building
 - Sludge Tank Maintenance and Sampling – Geo Tubes
 - Maintains areas around sewer treatment plant
 - Weekly Inspection and Maintenance of Sewer Plant Operations
 - Weekly Inspection and Maintenance of Municipal Wells and Water Works
 - Yearly exercise of water valves to keep lubricated and in good working order
 - Participates in the maintenance and repair of water and sewer lines
 - Completion of Daily Log showing results of inspections and work performed
- **Hydrant Maintenance**

- Maintain strict schedule for:
 - Hydrant flushing
 - Valve maintenance
 - Valve Exercise
 - Lubrication
 - Maintenance and Repainting of Hydrants
- **Manhole Cover and Storm Drain Maintenance**
 - Lift, inspect, repair, seal manhole covers and drains
 - Clean grates in storm drains
 - Jet out storm sewers, remove any debris
 - Repair manhole covers that are more than 1" above surface of road
 - Repair asphalt around water shut off valves
- **Administrative/Other:**
 - Daily administrative duties required: ensure all employees begin their work day on time and provide supervision to village employees as required
 - Weekly Inspection and Maintenance of village equipment and vehicles
 - Inspection of Daily Maintenance Logs for Village Equipment and Vehicles (Participates in maintenance of equipment and vehicles as required)
 - Weekly Inspection and Maintenance of park restrooms and other park facilities
 - Snow Removal
 - Salt Shed Maintenance - Required for periodic D.O.T. Inspections
 - Maintenance, Repairs, and/or Replacement of Public Property
 - Maintenance and Repairs of Public Land in the Village of Ridgeway
 - Oversee Equipment Maintenance on vehicles, mowers, tractors, power tools, etc.
 - Ensure materials, tools and equipment are delivered to work sites
 - Assist contractors, engineers, trustees, and other staff members as needed
 - Participate in maintenance of streets, right of ways, traffic signs.
 - Ensures that all work is performed in accordance with safety regulations.

Seasonal Duties, Expectations, and Tasks:

Monthly

- Creates monthly reports of activities and deficiencies for village board review
- Monthly Inspections and Maintenance of all Sewer Plant Operations
- Monthly Inspections and Maintenance of all Municipal Wells and Village Water Works
- Monthly Inspections and Maintenance of all village equipment and vehicles
- Monthly Inspections and Maintenance of all park restrooms and other park facilities
- Participate in cleanup of village areas
- Participate in mowing/plowing of all village areas
- Participate in general maintenance of village equipment and vehicles.
- Participate in repairs from seasonal storm damage to village property
- Read and record water meters as required.
- Attend Village Board and Plan Commission meetings
- Participates in filling potholes and cracks in streets; in patching and minor asphalt overlays; participates in replacing damaged curbs.

Spring:

- Opens park restrooms for the season
- Participates in restoration of damaged landscaping of village areas and residential areas that were damaged from Village Snow Plows. Participates in minor repairs of village streets (Winter Pot Hole Damage)
- Performs seasonal inspections and maintenance of sewer plant operations

- Performs seasonal inspections and maintenance of village water works operations
- Participates in brush removal as required
- Participates in Street and Gutter Sweeping
- Participates in cleanup and maintenance of park restrooms and other park facilities

Summer:

- Performs seasonal inspections and maintenance of sewer plant operations
- Performs seasonal inspections and maintenance of village water works operations

Fall:

- Closes park restrooms after the completion of the season
- Performs seasonal inspections and maintenance of sewer plant operations
- Performs seasonal inspections and maintenance of village water works operations

Winter:

- Participates in the installation of Holiday decorations during the last week of November or first week of December each year
- Participates in the removal of all Holiday decorations during the first two weeks after the seasonal holidays
- Participates in snow plowing duties when required
- Inspection of all streets and alleys to ensure snow plowing is complete
- Inspection of all sidewalks to ensure snow removal is in accordance with the village ordinances.
- Participates in removal of snow on village and residential sidewalks not meeting village ordinance for sidewalk snow removal
- Responsible for initiating snow emergencies procedures after a severe winter storm.
- Obtain snow removal services as needed with approval from Village President/Treasurer

Additional Expectations

- Participates in cleaning storm drains and inlets.
- Participates in installing, removing, and replacing traffic signs; street parking stall and crosswalk striping.
- Operates truck with snow plow or salt spreader; operates pickup, dump truck, backhoe and other motorized equipment.
- Professionally assist Village Residents, concerned citizens, or contractor with any complaints. Report problems to the Village Board. Follows directions from Village Board.
- Performs other work as assigned.
- Provide detailed monthly reports of work performed and areas of concern for village board review
- Continuous education for certification

Minimum Experience and Qualifications:

- High School Diploma or Equivalent, Associate Degree preferred
- Valid Driver's License
- Public Relations - highly visible work activity (i.e. Snow Plowing, performing street maintenance, etc.)

Currently Hold or Have the Ability to Obtain within 6 months of employment:

- DNR Water and Sewer Operator Certification and meet continuing education requirements
- Valid CDL license
- Complete drug and/or alcohol testing as required

- On call availability (ability to respond within 30 minutes) for water main breaks, snow plowing, snow removal or storm damage.

Physical Requirements:

- Must be able to lift 50 pounds and operate heavy machinery in day and night conditions.
- Must be able to twist, bend, turn and stretch repeatedly.
- Must possess manual dexterity to operate all hand tools safely.
- Must be able to perform heavy manual tasks for extended periods of time.

Additional Information:

- This position requires a great deal of diplomacy in working with a variety of individuals who comprise a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public.

Position Description Qualifiers and Employer Reservation of Management Rights:

The duties enumerated above are intended only as illustrations of the various types of work that may be performed. This is not a detailed or complete listing of all duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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