

## **JOB DESCRIPTION**

### **Town of Ashland City Public Works 233 Tennessee Waltz Pkwy**

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<b>CLASSIFICATION TITLE:</b>	Public Utilities/Public Works Director
<b>DEPARTMENT:</b>	Public Works
<b>REVISION DATE:</b>	08/08/2017
<b>REPORTS TO:</b>	Mayor
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>FLSA STATUS:</b>	Exempt
<b>PAY RANGE:</b>	\$66,090 - \$97,191

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### **JOB SUMMARY**

Public Utilities/Public Works Director is responsible for the administrations, budget development, project forecast, resource allocation, policies, compliance with federal, state, and local regulations, service objectives and staffing of the Public Works Department, Water Treatment Plant, Wastewater Treatment Plant and the Distribution and Collection Systems for the city.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for compliance with all federal, state and local regulations, mandates and applicable codes as they pertain to the Water Treatment Plant (WTP), the Wastewater Treatment Plant (WWTP) and the Distribution and Collection Systems for the City.
- Responsible for preparing and administering operating and capital budgets of the WTP, WWTP and Public Works divisions
- Responsible for all design, maintenance, implementation of city streets and any projects related to public works.
- Project planning for future growth in WTP, WWTP, Collections and Public Works
- Development and design of the WTP and WWTP facilities and infrastructure, selection of needed equipment
- Responsible for all maintenance of city streets
- Reviews contracts, contractor estimates and construction activities
- Responsible for developing bid specifications and evaluation RFP's and bid submittals for all divisions
- Supervises and manages employees/staff, handling terminations, discipline and hiring of staff, and plans, schedules, delegates and appraises work to be accomplished by supervisors and workers
- Assists in developing short and long-term plans for the operation, maintenance, development and growth of the WTP and WWTP
- Develops and implements goals and objectives for the department
- Recommends ordinances and makes appropriate changes when necessary
- Reviews and coordinates related activities or information with respective committees and departments relative to water and wastewater treatment, collections and distribution
- Attends conferences, meetings, trainings to maintain knowledge of needed principles
- Actively works to reduce water loss in the distribution system and supply and meter calibration
- Represents the department before city council, civic groups, or the general public

- Oversees departmental purchases and controls the expenditure of budgeted appropriations
- Coordinates with contractors, during planning stage, location of water and wastewater lines, water and wastewater pump station, drainage and backflow devices
- Required to work with other department head personnel to carry out day to day tasks as necessary
- Any other duties as assigned by the Mayor

## **QUALIFICATIONS**

- Graduation from an accredited high school or GED equivalent.
- Bachelor's Degree in Engineering, Environmental Science, Chemistry, Microbiology, Public Administration, or other related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed in this document.
- A minimum of 5 years' experience in a Grade III water treatment plant or Grade III wastewater treatment plant and/or Grade II distribution or Grade II collection system.
- At least 3 years' experience as a construction or utility laborer, including the operation of light and/or heavy duty construction or maintenance equipment.
- Minimum 5 years' experience in a supervisory capacity of 5 or more people.
- Valid State of Tennessee Grade II Water Distribution System and Grade III Water Treatment Operations certifications.
- Valid State of Tennessee Grade II Water Collections Systems and Grade III Wastewater Treatment Operations certifications are preferred.
- Must possess a valid Tennessee Driver's License; must have valid commercial operator's license issued by the State of Tennessee or obtain within first 6 months of employment.
- Must pass drug screen and physical in accordance with the town's drug testing policy.
- Backflow certification by the State of Tennessee required within four years of employment.
- Proficient in SCADA programming and maintenance.

## **REQUIRED KNOWLEDGE AND ABILITIES**

The Public Utilities Works Director must possess the ability to communicate effectively with Mayor, supervisors, co-workers, public and regulatory agency representatives. Must have strong written skills, possess knowledge of regulatory requirements, federal and state laws and city codes. Knowledge of all federal and state laws and regulations regarding MSDA, OSHA and EPA compliance.

Must be able to operate independently, accept responsibility and exercise good judgement. Experience and ability to use all Microsoft office suites, ability to understand construction plans and documents, chemical calculations, background in geometry, algebra and hydraulics. Basic knowledge and skills in biology, chemistry and accounting. Must be able to create and maintain records, excellent organizational skills. Knowledge of the elementary principles and practices in the maintenance of streets, utilities, drainage and other public facilities. Ability to maintain inventory control and administer appropriate purchasing policies and procedures.

## **EQUIPMENT OPERATED**

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Cell phone.
- Various laboratory and water/wastewater treatment equipment.
- General hand tools.
- Radio.
- City vehicle.

- The employee will be required to operate a dump truck, backhoe, bull dozier, and various light duty vehicles.
- The employee will operate various electronic equipment including but not limited to sewer camera and leak detection equipment.
- Other assigned equipment.

### **WORKING CONDITIONS**

- The employee will work both indoors in an office environment as well as the field environment with exposure to noise, dust, heat, cold, rain, and any other inclement weather conditions.
- Working environment is office setting with periods of heavy workloads in which multi-tasking is required.
- Generally, working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered with various jobs.
- Work environment can be dirty with unpleasant odors.
- The employee's work may expose him/her to high places, dangerous machinery and its moving parts, sharp tools, noise, fumes, airborne particles, caustic and acidic chemicals and/or toxic substances, risk of electrical shock, vibration and loud noise due to pumps, etc.
- Occasionally works in high, precarious places.
- Occasionally works in confined spaces.

### **USUAL PHYSICAL DEMANDS**

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Cell phone.
- Various laboratory and water/wastewater treatment equipment.
- General hand tools.
- Radio.
- City vehicle.
- The employee will be required to operate a dump truck, backhoe, bull dozier, and various light duty vehicles.
- The employee will operate various electronic equipment including but not limited to sewer camera and leak detection equipment.
- Other assigned equipment.

### **EMPLOYEE AWARENESS**

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

### **MANAGEMENT APPROVAL**

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**Manager's Signature**

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**Date**

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

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**Employee's Signature**

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**Date**