
Director of Public Works

Department: Public Works
Reports To: City Manager

Position Summary

Under the supervision of the City Manager, the Director of Public Works is a responsible supervisory position in the management of the water treatment and transportation facilities and safe and efficient supply and distribution of water, wastewater, and gas service to the Garnett community. This employee participates in the operation and maintenance of plant facilities, infrastructure, machinery, and equipment. The Director of Public Works supervises the treatment, collection, and testing of water; oversees the adjustment of chemical feed equipment for proper operation to meet all requirements of the Kansas Department of Health and Environment; directs department personnel in the installation, repair, and maintenance of streets, sidewalks, alleys, along with gas, wastewater, and water lines within the city's system.

Examples of Work

- * Schedules and supervises work of subordinate personnel;
- * Makes recommendations for hiring and discharging of department personnel;
- * Sets priorities on job assignments;
- * Oversees vacation schedule;
- * Responds to citizen concerns and complaints;
- * Maintains and makes repairs to water plant equipment;
- * Runs tests on water samples for determining chemical additives for balance;
- * Prepares records and reports on production and test results;
- * Prepares and maintains records of work performed;
- * Supervises the installation, repair, and maintenance of city streets, sidewalks, and alleyways, along with gas, wastewater, and water pipelines;
- * Inspects gas, wastewater, and water lines for possible leaks;
- * Other related duties as deemed necessary or as required.

Position Requirements

Experience: At least three years of supervisory experience in a public works position is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: High school diploma or GED required. Bachelor's degree preferred. Class III Water Treatment Certification by the Kansas Department of Health and Environment is required.

Skills: Thorough knowledge and understanding of all federal, state and local laws and regulations governing the gas, wastewater, and water utilities and their line installation and maintenance. Thorough knowledge of water testing equipment, chemical usage and equipment maintenance. Thorough knowledge of proper construction and maintenance procedures for streets, sidewalks, and alleyways. Thorough knowledge of all safety requirements. Mathematical aptitude. Good oral and written communication skills. The ability to operate water filters, pumps, chlorinators, chemical feeders, line locators, gas leak survey equipment, odorometer, and other departmental equipment.

Problem Solving: Frequent problem solving exists in this position. Problems include line sizing, line capacity, meeting demand during peak times and water out of balance, gas leaks and handling citizen concerns and complaints.

Decision-Making: Decision making is a factor in this position. Decisions include determining if and where there is a leak in the gas, wastewater, or water lines, prioritizing and scheduling personnel to perform maintenance on the gas, wastewater, and water lines, when to perform maintenance on plant equipment, and the type and amount of chemicals to add to water treatment.

Accountability: Employee is responsible for budgetary control of the department and participates in the annual departmental budgetary process.

Supervision: Supervision is required and job-related decisions are occasionally reviewed by the City Manager. Employee has supervisory responsibility over subordinate personnel.

Personal Relations: Continual contact with other city departments and the general public.

Residency: The employee working in this position is required to reside within the city limits of Garnett.

Physical and Mental Demands: This position requires the employee to work in a fast-paced environment, with the ability to meet frequent deadlines. While performing the duties of this job, the employee must regularly sit and talk or hear. The employee is frequently required to use hands to touch, handle or feel. The employee is often required to stand and walk. The employee will be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Working Environment: Work is performed in a variety of indoor and outdoor settings, active construction sites, and a normal office environment. The employee may be required to perform outdoor field work that may involve exposure to extreme weather conditions, moving machinery or vehicles, hazardous chemicals, natural gas, and infectious diseases. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of Garnett retains the discretion to add duties or change the duties of this position at any time.