



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Public Works Director

Department: Public Works

Pay Grade: 7

FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to coordinate and direct operations of the Public Works Department. This position is also responsible for the supervision and management of the Public Works staff. This position works closely with the Mayor and Town Council in all discussions and decision making in all pertinent areas.

ESSENTIAL JOB FUNCTIONS:

- Ensures that Water and Wastewater Treatment Facilities are operated in accordance with Federal, state and local guidelines.
- Reviews and signs off on all construction and building permits, as well as all concurrency applications.
- Keep the Mayor and Town Council informed of all ongoing projects, and or emergency conditions. Attends and contributes to Town Council meetings and workshops.
- Coordinates with Federal, State and local entities on Emergency Response Plans.
- Enforces Personnel Policies and Procedures.
- Ensures proper compliance with Saint John's River Water Management District Consumptive Use Permit while also acting as Water Conservation officer.
- Maintain accurate records of all duties performed.
- Oversee daily operations at the Water and Wastewater treatment plants, including but not limited to process control testing.
- Responsible for collecting Water and Wastewater samples in accordance with Florida Department of Environmental Protection guidelines.
- Ensures that disposal of wastewater residuals conforms to Federal Environmental Protection Guidelines while maintaining and scheduling sludge hauler as needed.
- Coordinates monthly reading of water and sewer accounts, along with the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Directs water service cutoffs for non-payment.
- Coordinate program to maintain water and wastewater distribution and collection systems.

- Plan and perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Oversee the maintenance and inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Plans and prepares for proper maintenance and improvements for the Town right of way.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Plans and performs preventative and emergency maintenance of all equipment and property of the Town.
- Handle after hours auto dialer alarms at the water and wastewater plants.
- Handle and coordinate after hours call for various emergencies.
- Work with Mayor and Town Council in the preparation of special events and Holiday Decorations.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Performs other related duties as they are assigned.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- Four (4) years' experience in utility work.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- May have Certification in Water and Wastewater Treatment Plant Operation or equivalent.
- Must maintain continuing education units as required to maintain licensure.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Skill in time management, organization, and decision-making.
- Ability to organize, direct and coordinate the activities of the Public Works Department.
- Ability to supervise, train, and develop employees effectively.

- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and coordinating repairs on plant equipment.
- Ability to implement and follow operating and recording procedures; to prepare reports, logs, work orders, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships with employees, other Town officials, and the general public.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Some tasks may require the ability to do work at heights above 20 feet.

WORK ENVIRONMENT:

Work is performed in an indoor and outdoor environment in all weather conditions on Town streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

CONDITIONS OF EMPLOYMENT:

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.