

## **Job Description**

### **DEPARTMENT OF PUBLIC WORKS SUPERVISOR**

#### **Village of Colon**

#### **SUMMARY OF DUTIES**

The Supervisor has immediate charge of the Department of Public Works and is directly responsible to the Village President and Village Council.

1. Maintains all Village water and sanitation operations
2. Administers all water works and sanitation functions
3. Investigates complaints of citizens regarding water and sewer operations
4. Schedules snow removal and maintains records regarding snow removal operations
5. Reviews applications for employment (to be approved by the Village Council)
6. Assigns work and schedules work hours of employees
7. Attends Village Council meetings
8. Executes other activities associated with the Department of Public Works for the Village of Colon
9. Holds necessary State and DEQ licenses to operate water and sanitation system
10. Executes duties as requested by the Village Council

#### **MINIMUM QUALIFICATIONS**

High school education or equivalent is required. The Department of Public Works Supervisor must have basic mathematical skills, knowledge of excavation, sanitation, and snow removal equipment operation. Mechanical skills are necessary and an ability to lift at least fifty (50) pounds – lifting may be necessary on occasion. CDL required.

#### **Experience**

Prior experience as a Department of Public Works employee is necessary. The Village Council will determine the amount of experience for the job candidate. Prior experience should encompass exposure to water and sanitation operations at a village or city level.

Experience in the operation of excavation, sanitation, and snow removal equipment is also necessary.

### **Licenses**

Must be able to obtain State DEQ licenses in order to submit monthly reports to the State. Must have worked in a Department of Public Works for at least one year before eligibility to take State examinations for licensing.

Classification levels are developed by the State and refer to the population served by the Department of Public Works.

DEQ		
	Water Treatment Operator	D-3
	Water Distribution System Operation	S-3
	Mosquito Certificate	

DEQ Classification (may choose one or both)

	Sewer License	D
	Lagoon Operator	L
	(Must qualify according to DEQ requirements)	

These licenses are required for employment in the position of Department of Public Works Supervisor.

Pay increments of twenty-five cents (\$.25) per hour will be given upon receipt of each license. The Village Council will approve each increment.

### **WATER AND SEWER OPERATIONS**

1. Reads water wells daily for pumpage figures
2. Verifies the chemical input in water. Computes the ration between water and chemicals – parts per million
3. Files required reports with the State. Checks sewer lagoons daily to determine compliance with state regulations
4. Collects sewage samples during spray discharge. Submits samples to the designated testing site for analysis.
5. Schedules spray irrigation for sewer ponds, and any other work, which is necessary for the safe and compliant operation of the ponds

## VILLAGE AND PRIVATE WATER WORKS OPERATIONS

The Department of Public Works Supervisor executes the following tasks in order to maintain water works operations:

1. Installs water mains for extensions of water usage
2. Tests water for contaminants
3. Submits water test samples to the State Health Department (as required by State law)
4. Repairs broken water mains
  - a. Maintains reports of all material used
  - b. Maintains reports of all time involved
  - c. Files a monthly report of water main repairs with the Village Council
5. Flushes all fire hydrants, dead-end street hydrants twice a year.
6. Complaint investigation and Action

The DPW Supervisor investigates the following complaints and determines the course of action to be taken with each. He/she schedules all work crews necessary to correct any malfunctions unless it is beyond the resources of the Village.

- a. All complaints of water problems (such as leaks, unusual odors, rust or low water pressure)
  - b. All complaints of sewer malfunctions
    - (1) Determines financial responsibility of sewer repair expenses
    - (2) Determines party responsible for unclogging the sewer
    - (3) Determines party responsible for unearthing the sewer
7. Snow Removal Operations
  - a. Schedules employee work time in snow removal
  - b. Assigns equipment
  - c. Maintains the following records:
    - (1) Which employee used what equipment
    - (2) Reason the equipment was used
    - (3) Submits a report of equipment usage weekly to the Office Manager
8. Personnel Related Activities
  - a. Screens applicants and provides the Village Personnel Committee with the application of the best candidates for Council approval

- b. Presents recommendations to the Village Council when an employee is in violation of department procedures and/or standards
  - c. Assigns work projects. Length of assignment depends on the type of work involved.
  - d. Schedules work hours for Department of Public Works employees
  - e. Schedules Department of Public Works employees to execute projects developed by the contracted engineer
  - f. Provides employees with information regarding licensing procedures and eligibility
9. Village Council Activity
- a. Attends all regular Village Council meetings
  - b. Occasionally participates on committees
10. Other Department of Public Works Related Activities
- a. Meets with the contracted engineer and discusses all proposed work for the village
  - b. Schedules Department of Public Works employees to execute contracted engineer projects
  - c. Places village Christmas decorations within the downtown limits of the village
  - d. Returns village Christmas decorations to storage after the holiday season