

**CITY OF TAYLORSVILLE, KENTUCKY**  
**JOB DESCRIPTION**

<b>Job Title</b>	Public Works Director Sewer and Water
<b>Reports to</b>	City Clerk
<b>Supervises</b>	All Water and Sewer Department Workers
<b>Overtime Status</b>	Exempt

**Characteristics of the Class**

- Perform operational duties according to the Kentucky Division of Water, EPA and any other governing rules & regulations that may be pertinent to the operation of the City of Taylorsville Water and Sewer Facility and Street Operation.
- Coordinate, administer and oversee job task to ensure good job productivity, quality assurance and the utilization of safe work zone procedures as well as peruse & present project proposals.
- This position may require the implementation of responsibilities outside of the normal work week.
- This position is considered essential as related to inclement weather or natural disaster.

**Essential Job-Related Duties and Responsibilities**

- Operate and maintain the water and sewer facilities.
- Maintains, operates and is directly responsible for the operations of water distribution, wastewater treatment & collection system and street operations in accordance with relevant federal, state statutes and regulations.
- Supervise the daily work activities and ensure proper training of all department employees.
- Inspect and supervise proper operation of equipment.
- Ensure proper OHSA rules & regulations are utilized.

- Ensure daily & monthly operational reports are completed and submitted in a timely matter as well as prepare and provide training pertaining to job task including safety and operating procedures.
- Monthly Operating Reports (MOR) and Daily Monitoring Reports (DMR) shall be prepared properly and submitted to the Division of Water according to the regulatory time frame.
- Order and maintain required inventory for all job task as well as maintaining good inventory management.
- Prepare a preventive maintenance schedule on all equipment and make sure it is performed, as required.
- Communicate sufficiently with engineers and contractors to ensure proper operation of City facilities.
- Some custodial, clerical and other related tasks associated directly or indirectly of job responsibilities.
- Capable of interacting with and/or supervising office personnel when required.
- Excellent customer service skills.
- Ability to self-motivate personnel without continuous supervision.
- Ability to complete and submit reports in a timely manner.
- Ability to establish and maintain effective working relationship with superiors & peers and use of good communication skills with the public.
- Ability to work alone for long periods of time and to exercise good common sense.
- Ability to understand and follow good safety practices.
- Ability to understand and perform written and oral instruction.
- Ability to communicate with engineers, contractors and public officials.
- Ability to comprehend the physical/biological process of wastewater treatment and lagoon system, ability to apply wastewater treatment principles to comply with the Division of Water statues & regulations.
- Considerable knowledge of safe operating procedures of equipment.
- Supervise on-call duties and be accessible for emergency conditions 24/7 furthermore, shall perform on-call duties as deemed necessary to provide continuous on-call service.

- Responsibilities and workload may deviate from normal job duties based on priority of work conditions and requirements therefore, employee shall have a means of communication, travel, personnel and other resources at all times.

### **Typical Working Conditions and Unique Physical Requirements**

- Job tasks may be performed in an indoor and/or outdoor environment, during inclement weather conditions, adverse work conditions, extreme heat and/or cold and shall require on-call duties as stipulated.
- Light to no supervision.
- Subject to random and mandatory drug testing as outlined under the Drug/Alcohol Testing – Substance Abuse Policy.
- Must be able to physically perform the basic motor skills of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motion.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently, and 25 pounds constantly to move objects.
- Must possess the visual acuity to operate machinery and equipment safely.
- Must be able to withstand constant vibration to the body and strain to the back, neck, legs, hands and arms.
- Exposure to loud noises, vibrations, moving mechanical parts, electrical current, chemicals, fumes, odors, gases, dust, poor ventilation, oils, venomous animals and allergic causing plants.
- Possible exposure to blood borne and airborne pathogens.

### **Minimum Qualifications**

#### **Education, Training and Experience**

- Must possess a high school diploma or the equivalent thereof.
- Five years of experience in water distribution, wastewater treatment and collection system operations.
- Experience in light to heavy equipment operations.
- Two years of experience in street operations.

## **Special Licensing and Other Requirements**

- Ability to obtain (and maintain) a Grade II Wastewater Treatment Operator Certification/Grade II Collection System Operator/Grade III Distribution Certification in a period of 24 months of hire date.
- Ability to satisfy and complete the "Operation of Wastewater Treatment", Volume I & II of California State University, Sacramento.
- Shall possess a valid Kentucky driver's license, CDL- A.
- Shall be subject to an alcohol/drug test and a criminal background check.

## **Special Knowledge, Skills and Abilities**

- Thorough knowledge of applicable governing regulations and statues pertaining to operation and maintenance of a water distribution & wastewater treatment and collection system.
- Ability to identify problems and undertake corrective measures.
- Intense knowledge of inventory supplies and equipment.
- Ability to supervise employees sufficiently to enhance good workmanship & productivity.
- Ability to properly train employees to utilize good work techniques and safety procedures.
- Ability to read and comprehend plans, maps, plats and other related drawings pertaining to water & wastewater operations.
- Knowledge of computers with Microsoft Word and Excel, MAS90, Alliance Systems and E-mail.
- Knowledge of street maintenance, storm sewers and concrete finishing.
- Extensive knowledge of heavy equipment operation, having understanding of the mechanics and methods of operation, public safety, proper trenching techniques, proper confine space entry, proper traffic control, maintaining proper work zone and any other job related aspects that may directly or indirectly effect safety, productivity, water quality and environmental protection.

- Extensive knowledge of water meters, mechanics of water & sewer fittings/piping, maintenance & installation of fire hydrants, proper methods of water & sewer sampling, proper maintenance/installation of water & sewer lines, main line repair, all aspects of water service installation and repair, proper valve operation, sufficient line flushing and any other related duties required.
- General knowledge of electric motors, fuel engines, generators, pumps and any other apparatus that may or may not pertain to water distribution or wastewater collection & treatment system.
- Moderate knowledge of street work including drains, sidewalk repair, concrete work, asphalt repair, street sign installation and repair and other related aspects of street operation.
- Knowledge of proper storage of all supplies according to OSHA rules and regulations, maintain an up-to-date MSDS booklet, maintain an above average communication skills with the public and co-workers and perform any and all duties associated with Taylorsville Water & Wastewater System.
- Knowledge of the operation of an automotive vehicle and light to heavy equipment.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Authority Signature

\_\_\_\_\_  
Date