



City of Locust Grove, Georgia

Job Posting Announcement

Public Works Division / Utilities Distribution Manager

The City of Locust Grove, Georgia seeks a qualified individual for the position of Public Works Manager – Utilities Distribution to oversee the various functions of the utilities of the city related to water, sanitary sewer and stormwater. The city was recently determined to be a MS-4 Phase II Storm Water Management Program government and has recently completed its SWMP as part of these regulations and requirements. Position will assume many of the maintenance and assessment portions of this program. Pay Grade of 69 (\$56,422.10 beginning salary).

Job Title: Public Works Manager (Distribution Maintenance)

DEPARTMENT: Public Works
SUPERVISOR: Public Works Director
DATE: 07/07/2014
EEOC CATEGORY: 08 (Service-Maintenance)
EEOC FUNCTION: 02 (Utilities)
FLSA: Exempt ("Salary")

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

Employees in this position perform skilled work in directing Maintenance Workers, alone or as part of a crew, involving installation, repair and maintenance of water, sewer and storm sewer lines, ditches, swales, stormwater ponds and related facilities. Responsibilities include overseeing work projects, and operating heavy equipment along designated rights-of-way including streets and off-road areas such as sanitary sewer outfalls and stormwater retention/detention ponds. Employees are required to perform heavy physical labor in all types of outdoor weather using a variety of tools and equipment. This is a hands-on supervisory position requiring the supervisor to directly assist in the performance of the job tasks of the crew.

Full job description may be found on the city's website: <http://www.locustgrove-ga.gov/employment.php>

Applications (found on website or in person at City Hall) with resumes may be submitted to:

City of Locust Grove
Attention: Tim Young, City Manager
PO Box 900
3644 Highway 42
Locust Grove, GA 30248

Or in person from 8:30 to 4:30 Monday through Friday. Position open until filled. The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Supervises Maintenance Workers and performs administrative tasks, including:

- provides task assistance to subordinates
- coordinates the work of subordinates, making day-to-day task assignments as required
- ensures subordinates have the necessary supplies and equipment
- inspects equipment and supplies to ensure operational readiness, appearance, safety, maintenance, and compliance with Departmental standards and/or regulations
- ensures subordinates' appearance and dress meets Departmental standards
- conducts, coordinates, and/or supervises the training of subordinates in proper work practices, methods, techniques and procedures; assists in the identification of training needs for subordinates
- gathers work performance data, counsels subordinates on job performance, and conducts periodic performance evaluations
- counsels subordinates on disciplinary matters; takes and/or recommends appropriate disciplinary action for violations of laws and ordinances, policies, procedures, rules or regulations.

- hears complaints and attempts to resolve conflicts among subordinates
- receives complaints from the general public about Public Works services and/or specific employee(s); provides information to complainant, documents the complaint and resolves the complaint or refers it to the appropriate Supervisor
- provides a proper role model for subordinates
- makes recommendations to the Director of Public Works on employee selection, discipline, termination, or promotion
- completes written logs and reports (such as daily activity report and work orders)

Assists with Public Works water, sewer, and stormwater repair and maintenance projects, including:

- Repair of pipes, ditches, swales, cross drains, inlets, valve, vaults and other utility lines and infrastructure.
- break up (“fragment”) and remove pavement and sidewalks using pneumatic tools where in conflict with utilities.
- install water/sewer lines, cross drains, ditches, swales, detention basins, erosion and sedimentation control.
- maintains records of all pipes, ditches, swales and ponds installed and/or repaired
- repair sidewalks and curbs; to include setting concrete forms, pouring and finishing where necessary.

Maintains a safe work area, including:

- places and removes cones, barricades, warning devices, and/or directs traffic at work sites to ensure safety of work crew and public
- cleans up work sites upon completion of job
- picks up all tools and equipment
- secures the jobsite if returning later
- washes vehicles and equipment as needed
- cleans up shop areas
- maintains tools and equipment in safe and operable condition

Operates heavy equipment, and drives dump trucks and other Public Works specialty vehicles for utility and distribution maintenance.

Performs additional duties, including:

- assists other City departments as requested or required, particularly in emergency situations
- performs manual labor, including
 - moves or aids in moving heavy boxes or equipment and large bulky objects
 - loads and unloads heavy materials from truck and other vehicles
 - sets up and takes down chairs, tables, stages, and platforms at City events and/or City facilities

- applies larvaecide in detention ponds, creeks, catch basins, and other areas of standing water

Essential Duties and Responsibilities of all City Employees:

1. Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Locust Grove.
3. Demonstrates work initiative and positive suggestions for improvement
4. Performs other related duties and functions as directed, or which are readily apparent.
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors.
6. Works as scheduled
7. Accepts and follows instruction, evaluation and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training
9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload
12. Wears acceptable and clean clothing/uniform
13. Demonstrates acceptable personal hygiene and grooming
14. Demonstrates appropriate decision making/problem solving ability
15. Follows chain-of-command

Major Duties:

- Trains, supervises, monitors and evaluates work of utility maintenance and distribution crews;
- Coordinates employees work schedules and crew assignments to effectively respond to routine and emergency responsibilities;
- Supervises a utility maintenance crew; assigns jobs to crew members; monitors employees engaged in installing pipe, building catch basins, cleaning of right-of-ways, stormwater ponds and ditches; and assists crew as needed;
- Instructs employees on proper work procedures, safety precautions, and other issues to perform assigned work;
- Secures work zone for crew including proper signage and traffic control;
- Assists crew members in constructing and repairing utility lines, ditches, swales and storm drainage structures;
- Ensures crew is properly equipped for each job;
- Regularly inspects roadway to check for needed maintenance;
- Responds to questions and complaints from the public involving water, sewer and stormwater drainage;
- Responds to calls regarding damaged lines and stormwater issues, etc., during regular business hours and after hours;
- Purchases materials and supplies as needed under department guidelines;
- Advises and provides recommendations to the Public Works Director pertaining to utilities distribution maintenance;
- Makes recommendations concerning hiring, promoting, disciplining, and training of assigned personnel;
- Performs other related duties as assigned.

TOOLS AND EQUIPMENT USED:

While performing the duties of this job, the employee uses and operates a variety of safety equipment, hand tools, motorized equipment, motor vehicles, and chemicals, including:

Safety Equipment

Traffic safety vest, gloves, goggles, dust mask, safety shoes, hardhats, trench boxes and rain gear. Common hand tools, manual hedge clippers, shovel, rake, hoe, pick, mattock, axe, broom, ladders, and tampers

Motorized Equipment

Backhoe, frontend loader, bush hog, boom truck, tractor, bobcat, asphalt roller, tampers and cutters, chipper, chainsaw, riding and push power lawn mower, weed eater, gas hedge clippers, power saw, compressor, and motorized tamper

Motor vehicles

Dump truck, pickup truck, street vacuum sweeper, and automobiles

Chemicals

Insecticide (including larvacide) and herbicides

KNOWLEDGE, SKILLS & ABILITIES: (fully proficient level)

The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level." Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

- Knowledge of methods, techniques, materials, tools, and equipment used in the maintenance and repair of streets, gutters, sidewalks, ditches, swales, stormwater ponds, water and sewer lines, stormwater inlets and cross drains and related facilities
- Knowledge of applicable federal and state laws and administrative regulations; city ordinances, and external directives
- Knowledge of Department and City policies, procedures, directives, rules and regulations
- Knowledge of standard American English
- Knowledge of techniques, materials, tools, and equipment used in the maintenance of grounds and building facilities.
- Knowledge of the safe and legal operation of street construction, maintenance, and repair equipment.
- Knowledge of safe work methods, safety precautions and safety regulations related to street construction and maintenance work.
- Knowledge of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

- Knowledge of body mechanics necessary to safely lift and move heavy objects
- Knowledge of geography, geographic boundaries of the City, road network, traffic patterns, public facilities, and emergency facilities of the City
- Knowledge of map formats and symbols used in reading maps
- Knowledge of the principles of first aid and CPR
- Knowledge of the proper use of insecticides and herbicides.

Skills:

- Skill in operation of listed tools and equipment.
- Skill in operating manual transmission vehicles
- Skill in driving vehicles under routine conditions, including driving in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow
- Skill in performing first aid and CPR techniques
- Skill in properly placing cones, barricades, warning devices, and directing traffic flow at job sites.
- Skill in performing heavy physical labor.
- Skill in using body mechanics to safely lift and move heavy objects
- Skill in the use of proper sanitary and safety precautions when handling trash, garbage and other potential hazards
- Skill in basic carpentry, painting, and other maintenance tasks

Abilities:

- Ability to maintain effective and respectful communications and interactions with other employees, supervisors, individuals from other organizations, and citizens.
- Ability to understand and follow quickly and accurately oral and written instructions.
- Ability to work in a variety of extreme weather conditions for extended periods of time.
- Ability to read, write, and speak standard American English at a level required for safe and satisfactory job performance.
- Ability to learn to operate a variety of manual and power equipment in a safe, skillful, and efficient manner
- Ability to successfully pass the hiring processes as required for this position
- Ability to direct the work of subordinate employees
- Ability to give clear and concise oral and written instructions
- Ability to prepare and maintain accurate and complete records, logs, and reports
- Ability to perform the essential duties and responsibilities of the jobs
- Ability to safely and efficiently operate assigned equipment and tools
- Ability to be constantly alert and aware of the hazards involved and apply safety practices and principles in reporting and preventing accidents
- Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives
- Ability to apply standard solutions to recurring situations
- Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance
- Ability to provide information and explanations of the processes and procedures of the Public Works Department to the public

- Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner
- Ability to recall and relate details of incidents in order to present information to concerned parties, verbally or in writing
- Ability to understand and follow quickly and accurately oral and written instructions and procedures
- Ability to successfully complete the Department's training programs following employment/assignment
- Ability to read and interpret maps in order to find locations and to give accurate directions
- Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, other city employees, contractors, and the general public
- Ability to work effectively as an individual and as a team member
- Ability to accept responsibility, acknowledge mistakes, and share successes
- Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation
- Ability to problem solve and make decisions
- Ability to work varied schedules as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to stand
- frequently to walk over rough, uneven surfaces
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as questions from residents, back-up alarms on trucks, telephone-dispatched calls, and calls for help/of warning from a co-worker, etc.)
- frequently required to balance; push and/or pull; stoop, kneel, bend, crouch
- regularly required to use their hands to finger, handle, feel or operate objects, tools, or controls
- regularly reach with hands and arms
- occasionally required to maintain sustained periods of strenuous physical exertion
- occasionally required to sit; climb ladders or steps,
- occasionally required to crawl
- occasionally lifting of moderately heavy items utilizing proper body mechanics and techniques
- occasionally remain in uncomfortable physical positions
- occasionally work in confined spaces as narrow as thirty-six (36) inches in diameter

The employee must frequently lift and/or move up to 50 pounds, and occasionally assists in lifting and/or moving up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to smell smoke, natural gas leaks, and other hazardous odors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee:

- frequently works near moving mechanical parts
- is frequently exposed to wet and/or humid conditions
- is frequently exposed to possible bacteria/viral contaminants as part of water, sewer, and stormwater lines
- is frequently exposed to operation of equipment which causes loud noise levels and high vibrations
- regularly works in all outside weather conditions involving moderate risks, discomfort, and unpleasantness
- is occasionally exposed to fumes or airborne particles,
- is occasionally exposed to insecticides
- is occasionally exposed to areas of low illumination and/or poor visibility
- occasionally works in high, precarious places
- is occasionally exposed to risk of electrical shock

The noise level in the work environment is usually moderately loud.

Knowledge Required by the Position:

- Knowledge of City and department policies and procedures;
- Extensive knowledge of road construction and maintenance methods, practices and procedures;
- Knowledge of geography of City;
- Knowledge of equipment used in road maintenance and its safe and efficient operation, safe work methods in traffic;
- Knowledge of the use, care and handling of hazardous materials;
- Skill in reading and understanding maps and blueprints;
- Skill in organizing, directing and managing road maintenance programs/services;
- Skill in operating front-end loader, backhoe, excavator, motor grader to scrape roads and clean out ditches as well as other heavy equipment;
- Ability to understand, interpret and explain laws, regulations and policies governing road maintenance program;
- Ability to identify and analyze problems and implement operational changes using

independent judgment;

- Ability to communicate effectively orally and in writing;
- Ability to determine the appropriate course of action in emergency or stressful situations;
- Ability to demonstrate tact and diplomacy, particularly when dealing with the public;
- Ability to communicate effectively with co-workers, the general public and members of diverse cultural and linguistic backgrounds.

Supervisory Controls: Work is assigned by the Public Works Director (or City Manager in cases where no Public Works Director has been appointed) in terms of department goals and objectives. Work is spot-checked and reviewed for accuracy and nature and propriety of final results.

Guidelines: Guidelines include City and departmental rule and regulations, Georgia Department of Transportation policies and procedures, and other relevant local and state codes and ordinances.

Complexity: The work consists of a variety of skilled maintenance and supervisory work.

Scope and Effect: The purpose of this position is to plan, organize and direct road maintenance and construction activity.

Personal Contacts: Contacts are typically with co-workers, public safety officials, engineers, utility companies, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems, and provide services.

Peripheral Job Duties:

None.

Supervisory and Management Responsibility: Supervises a crew of equipment operators and laborers.

Minimum Qualifications:

Employees must be at least 18 years of age, and must be legally able to accept work in the United States.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

A High School diploma or state-issued GED is required. Post-secondary education or vocational training in work related fields is highly preferred.

Five (5) years of experience in street maintenance, or grounds maintenance work is required. Experience in a local governmental public works department is preferred. Experience supervising a work crew is highly preferred.

Other Requirements:

Failure to: (1) obtain and maintain all required certifications and licenses as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.

- 1. Possession of a valid commercial (CDL) Georgia Driver's License is required at time of application (or shall be dependent on achieving said License within the completion of the Working Test Period).**
2. Acceptable Motor Vehicle Record (MVR) must be maintained throughout employment
3. Obtain State certification in flagging and directing traffic, typically within twelve (12) months of employment, and maintain certification throughout employment
4. Pass a pre-hire medical exam, and drug screening test
5. Must be willing to respond to after-hours emergencies and to work as needed.
6. Must be able to have vaccinations for Hepatitis, Tetanus and other infectious agents as required.

Pay Grade(s):

Public Works Manager – Utilities Distribution (Grade 69)