

## City of Ash Grove Job Description

Job Title: Public Works Director / Parks Director

Purpose and Definition: Plans, organizes, and directs all activities associated with supervising the Public Works Department (PWD) and Parks Department. The PWD supervisor is responsible for Water Distribution, Water Waste, Street Maintenance, and Building maintenance of all public buildings and properties.

- Hires, coaches, reviews, supervises, and terminates assigned employees or makes effective suggestions and recommendations that are given weight regarding the employment status of assigned employees.
- Training and development of employees in the PWD.
  - Trains or informs employees of new work methods or procedures, changes in safety regulations, work policies, city codes and standards, and the like.
- Monitor the contractor overseeing daily operations of the water distribution as well wastewater handling.
- Ability to detect mechanical and electrical problems with plant equipment and take appropriate steps to correct the problem and maintain plant operations.
- Establish and implement effective administrative programs and procedures.
- Plan and organize daily work routine. Prioritize the completion of work by sound time-management methodology for all areas within the PWD. Including but not limited to:
  - Water meter reading, meter on and off, meter repair, water leak repair, Monitoring and maintaining water wells, Completing and submitting monthly and annual reports on sludge handling.
- Perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Employ economic and accounting principles and practices in analyzing and reporting budgeting data for all areas within the PWD.
  - Ensures budgeting guidelines are met, prioritizes shop expenditures to stay within budget, and assists in preparing capital and operations budgets.
  - Prepares material and labor estimates for all PWD projects.
  - Monitors the acquisition and use of materials.
- Enforces safety regulations and adherence to proper codes and standards.
- Maintains time, payroll, work order, material, equipment, and other PWD records and submits reports.
- Performs other functions, tasks, and duties as assigned.

Park Functions, Tasks, and Duties:

- Ensures that all facilities comply with all applicable ADA laws.
- Maintains swimming pool.
- Ensures safety by inspecting and maintaining all play areas, parks, facilities, and equipment.

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- Advises the Park Advisory Board concerning the yearly operations budget.

### Qualification:

(The following are minimal qualifications necessary to enter this classification)

#### Education and Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for the Supervisor position.

#### License/Certificate:

- Possession of a valid driver's license and the ability to obtain a CDL license when hired.
- Possess all water and sewer licenses applicable to the City's systems or can obtain them within one year of employment.

#### Additional Requirements:

The ability to respond to after-hours outages, emergencies, or other situations within twenty (20) minutes.

#### Working Environment:

Position requires sitting, standing, walking on unlevel and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires near and far vision when inspecting work and operating equipment. The need to lift, carry and push tools, equipment, and supplies weight up to 50 pounds is also required. Employees may use chemicals and lubricants, exposing them to fumes, dust, and air contaminants. The nature of the work may also require PWD employees to climb ladders, work in confined spaces, use power and noise-producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee regularly works outside in wet, hot, and cold weather and is frequently exposed to vibration and street/road traffic. The employee is occasionally exposed to fumes, airborne particles, and electrical shock risks. The employee is required to respond to after-hours emergency callouts.

Supervision: Under the direct supervision of and at the pleasure of the Mayor and the Board of Aldermen.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job functions, tasks, and duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and either party may terminate employment. The City of Ash Grove is an Equal Opportunity Employer. Therefore, we consider applications for all positions regardless of race, gender, creed, religion, sexual orientation, national or ethnic origin, or any other legally protected status.

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Employee Signature

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Date