

Position Class Specification

CLASS TITLE: TOWN MAINTENANCE

GENERAL DESCRIPTION OF WORK:

Performs supervisory and administrative work in planning, organizing, coordinating and directing the Town-wide public works program which includes sanitation, streets and alleys, town garbage, and operation and maintenance of the Town's water works system. Works under broad policy guidance and direction of the Town Council and electrical system.

SPECIAL CONDITIONS OF WORK:

On 24 Hour Call

LEGAL REQUIREMENTS:

Valid Wyoming Driver's License. State Certification-Water and Sewage Treatment and Electrical system operations.

MAJOR TASKS/ACTIVITIES:

Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be found in positions of this classification.

PLANS, COORDINATED, AND PROVIDES OVERALL DIRECTION FOR THE VARIOUS PROGRAM ACTIVITIES OF THE DEPARTMENT, INCLUDING STREETS AND ALLEYS, WATER AND WASTE-WATER TREATMENT, COLLECTION AND DISTRIBUTION, SANITATION, PARKS AND RECREATION, CEMETERY, BUILDING AND VEHICLE MAINTENANCE, AND LANDFILL AND ELECTRICAL OPERATIONS.

DIRECTS, INSTRUCTS, EXPLAINS AND COUNSELS SUBORDINATE WORKERS IN CARRYING OUT A VARIETY OF TASKS. REVIEWS AND EVALUATES WORK PERFORMANCE OF SUBORDINATE WORKERS.

DEVELOPS AND REVISES THE DEPARTMENT'S OPERATING POLICIES AND PROCEDURES IN ACCORDANCE WITH APPLICABLE LAWS AND THE DEPARTMENT'S RULES AND REGULATIONS; HAS FINAL AUTHORITY, WITHIN GIVEN LAWS, RULES AND REGULATIONS OVER ALL ASPECTS OF THE DEPARTMENT'S ACTIVITIES ALL SUBJECT TO TOWN COUNCIL APPROVAL.

ESTABLISHES DEPARTMENT ORGANIZATION, INCLUDING CHANNELS OF AUTHORITY, RESPONSIBILITY, AND COMMUNICATION; COORDINATES PUBLIC WORKS FUNCTIONS WITH APPROPRIATE TOWN, COUNTY AND STATE GOVERNMENT AGENCIES.

MEETS AND CONFERS WITH TOWN OFFICIALS AND PRIVATE CONTRACTORS, INTERESTED COMMUNITY GROUPS AND THE PUBLIC ON VARIOUS ASPECTS OF THE PUBLIC WORKS PROGRAM; ANSWERS INQUIRIES AND COMPLAINTS.

PARTICIPATES IN THE DEVELOPMENT OF AN ANNUAL PLAN OF WORK ACTIVITY, GOALS AND OBJECTIVES; STUDIES MATERIALS, CONFERS WITH OTHERS INVOLVED PARTICIPATES IN FORMULATION OF FINAL PRODUCT.

WRITES DETAILED REPORTS BASED ON RESEARCH, ANALYSIS AND EVALUATION OF DATA PERTAINING TO SPECIFIC PROJECTS, CONDITIONS OR PROPOSALS UNDER STUDY; INVOLVING APPLICATION OF EXPERT OR HIGHLY SPECIALIZED KNOWLEDGE.

PARTICIPATES IN PLANNING FOR THE NEXT BUDGET PERIOD BY COMPILING PAST EXPENDITURES FIGURES, ESTIMATING FUTURE COSTS AND MAKING

DETERMINATIONS OF NEW BUDGET FIGURES; REVIEWS, MONITOR AND CONTROLS ALL FINANCIAL TRANSACTIONS APPROVES ALL PURCHASE ORDERS.

MINOR TASKS/ACTIVITIES:

Assigns to subordinate the authority to direct the operations and supervise the personnel within their assigned responsibility.

Interviews prospective employees; makes hiring recommendations to the Town Council.

Reads incoming correspondence; plans and formulates response or subsequent action.

Attends professional seminars, meetings, conferences to obtain various certification in water, waste water, and electrical operations.

Composes correspondence dealing with subject matter that involves considerable discretion, judgment and negotiation.

Consults manuals, rule books, codes or regulations in order to find exact required course of action, determination or authorization.

All tasks shown under description for Landfill Operator, Sanitation Laborer, Street and Alley Equipment Operator, Water and Sewage Treatment Technician, and Electrical System.

Submit proposed departmental budget to Town Treasurer at least 120 days prior to begin budget year.

EQUIPMENT/TOOLS UTILIZED:

Heavy equipment and tools as necessary for use.

KNOWLEDGE AREAS:

Thorough knowledge of the principles and methods of public works administration, including budget development and control, personnel and purchasing management, administrative prerogatives and responsibilities. Thorough knowledge of the principles, methods, materials, and equipment common to public works and utility operation.

SKILL/ABILITY AREAS:

The ability to accept responsibility, to make decisions, to delegate responsibility and to motivate a large number of people toward a coordinated effort; the ability to establish and maintain effective interpersonal relationships with employees, other departments and public; ability to communicate effectively verbally and in writing; ability to insure compliance with and follow standard safety practices and procedures common to public works programs. Skill in the operation of equipment utilized by the work unit.

RECOMMENDED PREPARATION FOR EMPLOYMENT:

Technical training in public works area plus 5 years of experience in public works operations including supervisory experience. An equivalent combination of training and experience will be evaluated for relevance to assignment in this position class.