

VILLAGE OF SHARON

PUBLIC WORKS DIRECTOR JOB DESCRIPTION

MISSION:

To provide services for the citizens of the Village of Sharon through service delivery, customer satisfaction and protection of village assets.

PRIMARY FUNCTION:

Plans and directly supervises street repairs, maintenance and construction activities as well as park maintenance and improvements, does related work as required. The Director shall be primarily responsible for the daily maintenance of the physical plant of the Village of Sharon Water and Wastewater Utilities. This position shall be permanent and full-time and shall hold the classification of Public Works Director. The Director provides for the efficient day-to-day operation of the Public Works Department and plans for the future welfare of the Village in related areas.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Director must be certified in (Water) Distribution & Groundwater within three (3) years.
- Director must be certified in (Sewer) General, Activated Sludge, Laboratory, Phosphorus, and Primary Settling within three (3) years.
- Director must have current valid Wisconsin motor vehicle operator's license and commercial driver's license (CDL).
- Ability to direct the work of skilled and unskilled workers.
- Ability to get along with the public and co-workers: be in good physical health.
- Thorough knowledge of equipment used in water and wastewater repair, hazards involved and safety precautions to be taken.

DESCRIPTIONS OF DUTIES:

- The main function of the Public Works Director is to direct and oversee all public work to be performed in the Village of Sharon.
- All employees in Utilities, Streets and Parks will be under the supervision of the Director.
- He/she will keep records of all employees under him of hours worked and authorized overtime.
- He/she will be responsible to the Village Administrator and Village Board and report to the appropriate committee once each month or as requested.
- All work orders will be given to the Public Works Director.
- Director will order all supplies pertinent to the operation of Public Works.
- Responsible for the supervision of all work done to Village property.
- Responsible for the supervision of all aspects of street repair.
- Responsible for the supervision of all aspects of Village parks upkeep.
- Responsible for the supervision of all aspects of snow removal.
- Responsible for the inspection of major projects:
 - A. Water Main replacement or new installation.
 - B. Sewer Main replacement or new installation.
 - C. New construction of Village property.
- Responsible for setting grades for storm sewer projects. Must be able to use and work with transit.
- Responsible for getting prices for:
 - A. Major repairs.

- B. Major projects not under engineer contract.
 - C. Budget planning.
- Responsible for presenting next year projects to Village Administrator for budgeting purposes.
- Required to attend monthly committee meetings:
 - A. Public Utilities
 - B. Public Safety
 - C. Streets & Parks
- Approve employee time sheets bi-weekly.
- Maintain salt storage records as required by Wisconsin Department of Transportation.
- Wisconsin D.O.T. Local Road Data report.

WATER SYSTEM RESPONSIBILITIES:

- Oversee daily operation:
 - A. Usage
 - B. Testing
 - C. Static & Pump levels
- Test water meters.
- Repair broken water mains.
- Repair service lines and valves that are responsibility of the Village.
- Oversee installation of new water main and customer service lines.
- Maintain and flush hydrants, also keep records.
- Maintain of chlorine equipment and pumping equipment.
- Fill out monthly water report for DNR.
- Record water usage from hydrant flushing.
- Record materials used in service repairs.
- Keep current of new regulations being instituted.
- Submit monthly water samples. (2 per month)
- Maintain hours for water license as required by Wisconsin DNR.
- Replace navigation light on top of tower as required.
- Read water meters monthly.
- Run stand-by-motor.
- Exercise water main valves yearly, and keep records.
- Maintain Water Department inventory.
- Submit one monthly Flouride Sample
- 2 Samples per week in distribution system – testing chloride, polyphosphate
- Disconnects monthly

WASTEWATER SYSTEM RESPONSIBILITIES:

- Responsibility for daily operation of Wastewater Plant.
- Settle ability test weekly.
- Glucose-Glutamic Acid test weekly.
- DNR required testing for B.O.D.'s and suspended solids done three days per week.
- Dissolved Oxygen reading daily of aeration and final effluent.
- Record sludge blanket daily.
- Wash down compact module as needed.
- Wash down influent channels as needed.
- Maintenance of blowers, raw sewage pumps, sludge pumps, clarifier gear drive, diaphragm valve, and bar screen.

- Complete monthly DNR report.
- Keep current of new regulations being instituted.
- Clean wet wells as needed.
- Clean contact tank as needed.
- Clean sanitary sewer system piping (1/3 of system/year), or if plugage occurs.
- Hiring and overseeing hauling of sludge in spring and fall or year.
- Maintenance of all out buildings.
- Yearly test for laboratory registration as required by DNR. (Blind Standards)
- Filing yearly C.M.A.R. report to DNR.
- Quarterly testing of B.O.D.'s and suspended Solids as required by DNR.
- File yearly sludge report required by DNR. (Annual Sludge Characteristics)
- Do required soil samples and heavy metals test every three years of sludge ground for DNR.
- Weekly Ammonia, Nitrogen test.
- Maintain both lift stations.
- Schedule yearly maintenance of back flow preventers as required by D.I.H.L.R.
- Miscellaneous reports required for Wastewater plant:
 - A. Wisconsin Emergency Management Facility Report.
 - B. CCR (Consumer Confidence Report)
 - C. Discharge Monitoring Report
 - D. Wisconsin Tier Two Emergency and Hazardous Chemical Inventory.