

HYRUM CITY
POSITION DESCRIPTION
(EXEMPT)

POSITION TITLE: Water/Roads Department

DATE OF REVIEW: 7/1/2012
DEPARTMENT/BRANCH: Public Works

REPORTING RELATIONSHIPS:

POSITION REPORTS TO:

Water/Roads Superintendent
City Administrator

POSITION PURPOSE:

Responsible for the purification and sanitation of the City culinary water supply including watershed control, water treatment, and sanitary conditions in the distribution system. Responsible for a wide variety of road maintenance activities including repairing and servicing City streets, removing snow, patching holes, replacing street signs, and grading roads.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Responsible for the effective performance of City maintenance functions.

- a. Maintains City roads. Removes snow, salts and sands roads, completes cold mix and hot mix patching, maintains road shoulders, grades gravel roads, and replaces street signs and traffic signs. Hauls dirt and levels and fills ditches as needed.
- b. Performs water system maintenance. Excavates and repairs water leaks, installs new water (thaws frozen pipes,) and maintains wells and water chlorination system. Changes meters as necessary.
- c. Assists Electrical Department with operations including backhoe work, tree trimming, and hanging Christmas lights. Maintains, greases, and changes oil in backhoe and loader as needed.
- d. Maintains the irrigation system. Installs pressurized irrigation lines and makes repairs as required. Cleans grates and maintains pup, house and wells. Turns the system on and off as needed and drains and fills lines.

2. Responsible for the effective production and delivery of the City's culinary water.

- a. Checks and reviews treatment plant log records, gauges, meters, and other measuring and testing devices to ensure that the equipment is functioning properly. Conducts inspections to confirm conformance to specifications. Identifies and resolves problems.
- b. Checks and maintains operation logs to ensure that chemical used are adequate for proper treatment of water flows reported.

- c. Assesses current water treatment techniques and develops new methods and processes to increase the efficiency of the water treatment system.
- d. Assists with the design and lay out of water production, treatment, and storage facilities.
- e. Controls water sanitation by conducting physical and chemical water analyses of all supply sources. Adjusts treatment as necessary at various points throughout the distribution system.
- f. Ensures an adequate and safe supply of water for residential, commercial, industrial, and agricultural consumption.

3. Maintains effective business relations with Hyrum water users, and other governmental entities.

- a. Resolves request and problems or refers them appropriately. Provides “customer” service in accordance with established City policies and procedures.
- b. Provides assistance with maintenance and water users’ needs.
- c. Promotes goodwill and conveys a positive image of the City.
- d.

4. Maintains effective working relations with City personnel and management.

- a. Assists and supports City personnel and supervisor as needed.
- b. Work with related departments.
- c. Keeps management informed of area activities and of any significant problems or concerns. Completes required records and reports.
- d. Attends and participates in meetings and committees as required.

5. Assumes responsibility for related duties as required or assigned.

- a. Performs miscellaneous functions and special projects as required.

MAJOR CHALLENGES:

- 1. Ensuring adequate supplies of safe water throughout the year.
- 2. Accurately assessing Hyrum water users’ needs and appropriately addressing them.
- 3. Effectively monitoring and testing water supplies and adjusting the purification and sanitation processes as needed.

PERFORMANCE MEASUREMENTS:

- 1. Water Department functions are completed in accordance with established City standards and procedures and related regulatory requirements.

2. A safe and adequate culinary water supply is available to Hyrum water users. Water supplies and processes are regularly checked and assessed.
3. Appropriate water plans, policies, and budgets are developed and implemented. The City's water needs are effectively analyzed and suggestions provided to meet them.
4. All City roads are in good repair and well maintained.
5. Required logs, reports, and records are complete and timely.
6. Periodic inspections are conducted and maintenance needs are appropriately addressed.
7. Positive public relations exist with Hyrum water users, governmental agencies, and external trade contacts. Questions, request, and problems are promptly and courteously resolved.
8. Good coordination and effective working relations exist with other City departments and personnel. Assistance is provided as needed.
9. Management is appropriately informed of area activities and significant problems.

QUALIFICATIONS:

Training/Education/Certification:

- Must be a High School graduate or equivalent AND experience equivalent to two (2) years full-time maintenance, construction, and repair of electrical, mechanical, and systems for the production and storage of water.
- Must possess or be able to obtain Water Distribution IV from the State of Utah.
- Must possess a valid Commercial Driver's License (CDL) at a level appropriate to the equipment operated. .

Required Knowledge;

- Knowledge of machines, equipment, materials, and techniques of water production and treatment.
- Understanding of chemical and physical processes involved in water purification and filtration.
- Knowledge of water quality standards and related regulations.
- Familiarity with City systems including roads, electric, water, sewer, irrigation, and cemetery operation.

Experience Required:

- Related experience preferred.

Skills/Abilities:

- Good communication and recordkeeping skills
- Operates equipment such as dump trucks, backhoes, and front-end loaders.
- Uses a variety of hand and power tools.
- Maintains detailed records related to particular area of assignment.
- Performs preventative maintenance inspections and servicing of equipment.

- Works well independently.
- Must be able to twist, kneel, and bend for associated tasks performed in the field (includes digging holes, maintenance of pipes, etc.).
- Requires ability to perform moderately heavy physical manual labor frequently lifting up to 75 pounds in connection with equipment. (Occasionally lifting 76-100 pounds.)
- Performs a variety of strenuous tasks outside with temperatures varying.
- Basic mechanical skills.
- Problem solving abilities.
- Attentive to detail.
- Able to complete projects.

This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Signed: _____

Date: _____