

Public Works Department (Facilities)

Job Descriptions

JOB TITLE: Division Director of Public Services

GENERAL STATEMENT OF JOB

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

JOB TITLE: Public Services Supervisor

GENERAL STATEMENT OF JOB

Under general supervision and direction, plans, directs and supervises the personnel of the Street / Storm water Section, Including the maintenance, repair, construction and Inspection of City Street / Storm water infrastructure. Ensures compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Division Director of Public Services.

JOB TITLE: Public Services Foreman

GENERAL STATEMENT OF JOB

Under general supervision, directs, coordinates, and supervises routine to moderately complex repair, maintenance, and construction activities in the maintenance of City roadway and storm water infrastructure. Assists the crews in the completion of projects. Reports to the Public Services Supervisor.

JOB TITLE: Lead Crafts worker

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled and skilled work at the journeyman level in the installation, alteration, maintenance and repair of heating, ventilating and air conditioning (HVAC) systems. This position exercises independent judgment and makes decisions regarding

complex repair work procedures. Supervision may be exercised over one or more employees on a project basis. Reports to the Facilities Senior Foreman.

JOB TITLE: Crafts worker III (HVAC) Public Works & Utilities Department

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled and skilled work at the apprenticeship level in the maintenance and repair of heating, ventilating and air conditioning (HVAC) systems. This position exercises independent judgment and decision making regarding complex repair work procedures. Reports to the Public Services Supervisor and/or Facilities Senior Foreman.

JOB TITLE: Crafts worker II

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled and skilled work at the journeyman level in the maintenance, repair, construction and renovation of public municipal structures and properties. This position will be assigned to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations. Reports to Public Services Supervisor or Senior Foreman.

JOB TITLE: Crafts worker I

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled and skilled non-journeyman level work requiring general skills in construction, maintenance and/or repair of facilities, buildings, equipment and devices in one or more craft, trade, maintenance, or other specialized field. Reports to the Public Services Supervisor and/or Foreman

JOB TITLE: Public Services Administrative Coordinator

GENERAL STATEMENT OF JOB

Under general supervision, uses independent judgment to provide complex administrative, technical, confidential and secretarial support to the Public Services Division to ensure effective and efficient office operations in a multitasking environment. Performs related work as directed.

Duties are often performed under steady pressure with frequent interruptions and a high degree of contact by phone and/or in person. Reports to the Public Services Division Director.