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ORDINANCE NO. 2018- 11

AN ORDINANCE ADOPTING A POSITION SUMMARY FOR THE POSITION OF PUBLIC WORKS DIRECTOR OF THE CITY OF DIAMOND CITY, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, the City Council of the City of Diamond City, Arkansas, has the authority to enact Ordinances relating to the City, and

WHEREAS, the City Council of the City of Diamond City, Arkansas deems it advisable and necessary to adopt an Ordinance setting the Position Summary for the position of the Public Works Director for the City of Diamond City, Arkansas. The Position Summary shall include the job description and job requirements for position of the Public Works Director for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Public Works Director for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Public Works Director for the City of Diamond City, Arkansas, if any.

NOW, THEREFORE, BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF DIAMOND CITY, ARKANSAS THAT:

Section 1. The Position Summary, which is attached hereto and incorporated herein by reference as if stated in full, is hereby adopted as the Position Summary for the position of the Public Works Director for the City of Diamond City, Arkansas, which hereby establishes the job description and job requirements for position of the Public Works Director for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Public Works Director for the City of Diamond City, Arkansas and the benefits that shall be offered

or provided to the Public Works Director for the City of Diamond City, Arkansas, if any.

Section 2. This ordinance shall take effect immediately upon its passage.

Section 3. Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.

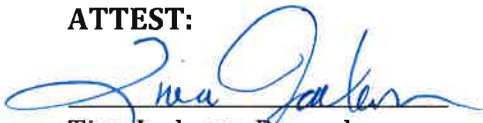
Section 4. The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of the Ordinance.


Section 5. EMERGENCY CLAUSE. It is determined by the City Council that the adoption of this Ordinance is immediately necessary to provide clarity to employees of the City of Diamond City, Arkansas, and to protect the interests of the citizens of Diamond City, Arkansas, and an emergency is hereby declared and this ordinance shall be in full force and effect from and after passage and publication.

PASSED AND APPROVED this the 23 day of October, 2018, in a regular meeting.

Aye 6 Nay _____ Absent _____ Abstain _____

ATTEST:


Tina Jackson, Recorder

APPROVED:

Troy Burleson, acting Mayor

PUBLIC WORKS DIRECTOR

Reports To: Mayor

Position Summary

The Public Works Director is a Department Head level position responsible for the management of the city's infrastructure including streets, water and wastewater facilities, and supervision of full-time public works employees. The Public Works Director develops and implements long and short term goals and objectives; oversees the maintenance of all city facilities; prepares solicitations for competitive bids, subject to approval by the Mayor and City Council; assists in annual budget development; works with engineers and contractors; responsible for compliance with federal, state and local laws and regulations; and attends meetings of the City Council.

Duties and Responsibilities

- Directs the activities of the Public Works Department employees to ensure quality delivery of public services in a manner which is consistently safe, reliable, and efficient for the citizens of Diamond City, Arkansas.
- Prepares and presents a proposed department budget to the Mayor annually. Analyze, review and monitor budgetary and financial data. In conjunction with the Mayor and others, Proposes priorities, allocations of funds, materials, and personnel for public works, utilities, capital improvements program, and the operating budget.
- Prepare reports proposing short term and long term priorities for the Public Works Department, prepare and submit purchase orders to the Mayor for any proposed allocations of funds, and directs the use of department resources, materials, and personnel.
- Anticipates, troubleshoots, and directs the resolution of customer/public needs or concerns in conjunction with the Billing Clerks concerning the function and performance of public services. Serves as liaison, problem solver, mediator, and facilitator between Public Works Department employees and other city departments which routinely interact with the Public Works Department.
- Presents suggestions to the Mayor concerning Public Works Department employee hiring, promotion and discipline, and directs the development, training, and performance for the employees of the Public Works Department.
- Plans, monitors and directs employees performance of routine maintenance of buildings, grounds, and vehicle fleet to ensure that needed maintenance is performed as needed.
- Ensures the Public Works Department has a comprehensive preventative program in place, which is periodically updated to ensure the adequacy and integrity of the city's infrastructure and utilities.
- Identifies and resolves work place safety hazards. Ensures that all safety and risk management requirements are followed for employee and public safety.
- Directs employees to perform maintenance, which may include minor construction and operation of the streets, water systems and sewer systems in accordance with the city's street program, drinking water quality program, wastewater pretreatment and discharge standards and surface water quality standards.
- Assists in preparation of contracts for professional consulting services to the city for Public Works related projects.
- Attends and makes written and oral reports at City Council and community meetings.

Skills and Abilities Required

- Must have a high school diploma or equivalent.
- Must have a valid driver's license or be able to attain one at time of appointment and a driving record acceptable to the City's Insurance Carrier.
- Must provide verification of identity for United States work authorization as required by the Immigration Report and Control Act.

Skills and Abilities Desired

- The Public Works Director must have a strong work ethic, leadership and communication skills, be proactive and have a high-level of expertise on issues related to public works and utility management. The Public Works Director must be able to demonstrate that the Director possesses all of the training, experience and required licenses, and must be able to demonstrate the practical knowledge, skills and abilities that would allow him/her to perform this job in a successful manner.
- Director must be proficient in basic computer operations and software applications.
- Director must possess a level I license in Sewage Operations and a level I license in water operations.

Physical Abilities

This position requires heavy lifting, digging, and high levels of physical activity.

Job Hours, Salary and Benefits

Job Type: Full-time

Salary: \$29,000.00 to \$35,000.00/year depending on experience

This position shall be offered access to an optional City employee group health and dental insurance plan and an optional City employee Roth retirement plan.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.