



**CITY OF HICKMAN, NEBRASKA
JOB DESCRIPTION**

115 Locust Street / P.O. Box 127
Hickman, Ne 68372-0127
Phone: 402.792.2212
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Job Title: Public Works Facilities & Maintenance Director
Department: Public Works (Electric, Water, Wastewater, Street, Park Departments)
Reports To: City Administrator, Mayor and City Council
FLSA Status: Non-Exempt, Non-Volunteer, Full Time
Date: May 2022

Job Summary

Appointed Official: Under limited direction, performs a variety of technical and supervisory work for the operations of the City's Public Works Department. This includes direct management and control of the Water Department, Sewer Department and Electrical system; administrative and budgetary oversight of water treatment and distribution, wastewater collection and treatment, street construction, maintenance and traffic control, vehicle and equipment maintenance, and capital improvements engineering, design, and construction observation. Maintain 24 hour on-call availability for response to weather and infrastructure emergencies in addition to rotating schedule of weekend duty. Coordinate assigned activities and reporting with other City departments and outside agencies. Provides policy, technical, budgetary, and administrative support to the Mayor, City Council and City Administrator. Also appointed as Alternate City Emergency Management Director and Safety Committee Chair.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Electrical, Water and Wastewater utility line distribution, maintenance and repair.
- Maintenance of plans, maps, engineering designs, GIS system, groundwater regulations, and all other materials related to public works infrastructure records.
- Methods, techniques, tools and safe operation of equipment used in light to heavy construction, installation, and maintenance projects.
- Traffic control rules and regulations for appropriate signage and safety.
- Development of long range plans and budget for City capital improvement projects.

Skills and Ability to:

- Utilize computers and various software applications (Microsoft Office, GIS Software).
- Communicate effectively while maintaining tact and professionalism through verbal and written communication.

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- Supervise small team of employees and maintain effective working relationships with the public, other employees, other governmental agencies, and municipal officials.
- Problem solve and think critically to conduct fact-finding projects.
- Locate and efficiently mark underground utility lines.
- Perform heavy and sustained manual labor.
- Operate light duty (pick-up truck) and heavy duty (dump truck; tractor; snow plow; skid steer; street sweeper) vehicles while performing legal and defensive driving practices.
- Effectively follow oral and written instructions.
- Monitor and enforce all safety measures required in the water, sewer, electrical and street departments and in the operation of all equipment.
- Complete work activity records and time sensitive reports to a variety of local, state and federal entities.

Education and Experience

- 1) High School or equivalent degree with preference given to applicants that have a Bachelor's degree from an accredited four year college or university with major course work in engineering, construction, architecture, environmental science, public administration or related field, plus a minimum of three (3) years of progressively responsible work in construction methods and supervision of employees, including contractual labor.
- 2) Previous electrical, water, and/or wastewater utility experience is preferred.
- 3) Possess, or ability to obtain, a certification as a State of Nebraska Water Operator.
- 4) Possess, or ability to obtain, a certification as a State of Nebraska Wastewater Operator.
- 5) Must be 19 years of age or older to operate equipment and perform essential duties.

Essential Job Functions

The following duties represent the principal job duties, which will vary depending upon actual assignment and are not all-inclusive:

- Fulfill the duties set forth in local Municipal Codes and State Statutes that are assigned to the City Engineer and the Public Works Director.
- Direct, oversee and participate in the development and ongoing maintenance of the City's Public Works Departments; discuss, coordinate and assign work activities, projects and programs; assist in the planning, design, and preparation of plans and bid specifications for various capital improvement projects and equipment purchases.
- Supervise employees; assign and monitor work schedules and tasks; select, train, review and evaluate employees, work products, methods and procedures; and promote team cohesiveness and high morale throughout the department.
- Coordinate department activities with those of other departments and outside agencies or organizations.
- Be punctual and dependable with regular attendance.
- Perform light to heavy manual labor and semi-skilled to skilled tasks to assist with removal of snow, trash and debris and/or construction, maintenance, replacement, and repair of City utilities (electrical lines, water lines, wastewater lines and streets).
- Safely operate a variety of equipment, vehicles, hand and power tools.
- Maintain vehicles and equipment.
- Effectively apply local, state, and federal regulations, policies, and procedures.

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- Develop and retain records and prepare routine reports through written, oral and electronic means.
- Identify need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator, make referrals for appropriate treatment, or apply pesticides if Pesticide Applicator License is obtained.
- Inspect and perform basic repair on all municipal equipment and make referrals for more extensive repairs.
- Provide traffic control by setting up and removing signage, cones and barricades as appropriate to the job site.
- Use of computers and all related software and input field data into the City's GIS software.
- Perform other job-related duties as assigned.

Wages, Hours and Benefits:

Full Time Employment, 40 hours per week, Monday through Friday, 7:30 am to 4:00 pm. Insurance, retirement, and other benefits available. City paid Holiday, Vacation, and Sick time off. Compensation Time bank benefit. Salary Range \$30.00 to \$42.00 per hour; starting wage based on qualifications, education, certifications, and experience.

License / Certification Preferences:

- Possess and maintain a valid Nebraska Driver license at time of hire and must be able to obtain and maintain a Nebraska Commercial Driver's License (CDL).
- Possess, or ability to obtain, a certification as a State of Nebraska Water Operator.
- Possess, or ability to obtain, a certification as a State of Nebraska Wastewater Operator.

Physical Demands of Essential Job Functions:

Heavy Lifting, 100 pounds	Occasional
Moderate Lifting, 50 pounds	Frequent
Light Lifting, 20 pounds	Frequent
Seeing	Adequate to perform essential functions
Hearing	Frequently perceive nature of sounds by ear
Speaking	Frequently express ideas by means of spoken words
Writing	Adequate to perform essential functions
Standing	Frequent
Walking	Moderate
Sitting	Occasional
Stooping/Bending/Twisting	Frequent
Kneeling	Occasional
Eye/Hand/Foot Coordination	Frequent and necessary to operate equipment and tools
Climbing/Balancing	Occasional, climbs on inclines and uneven surfaces, balance required for utility repairs in high places

Environmental Demands of Essential Job Functions:

Inside/Outside	Work inside and outside
Cold/Heat	Adverse weather conditions possible
Wet/Dry	Adverse weather conditions possible
Noise/Vibrations	Equipment and construction noise
Hazards	Moderate exposure to construction areas

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Fumes/Dust/Odors
Infectious Diseases

Minimal exposure to dust, odors and fumes
Low exposure

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