

## Town of Bowling Green Job Description



POSITION: **Director of Public Works and Utilities**  
DEPARTMENT: **Public Works and Utilities**  
PAY RANGE: **\$67,511-\$87,765-\$108,018**  
FLSA: **Exempt**

**GENERAL STATEMENT OF JOB:** The Director of Public Works and Utilities is a technical and supervisory position responsible for overseeing the operation, repair and maintenance of the town's buildings and grounds and its water and wastewater systems facilities. Plans and supervises the work of all operators/utility/maintenance/grounds keeping workers. Work is performed under the direction of the Town Manager, utilizing broad departmental policies of the water and wastewater collection and treatment systems operated by the town and other duties as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates the overall operation of the Town's Water Distribution, Wastewater Treatment and Collection systems, and buildings and grounds maintenance to ensure service of current and anticipated town needs.
- Supervises and directs the work of Department staff; reviews and verifies timesheets and leave requests; coordinates training; evaluates work performed; and completes employee performance evaluations.
- When required, performs any and all tasks by utility workers/operators and maintenance staff.
- Ensures compliance with all State and Federal Regulations pertaining to departmental functions.
- Performs other duties as assigned or as stated in the *Code of the Town of Bowling Green, Virginia*.
- Operates and supervises operation of Class II municipal wastewater treatment in compliance with all appropriate local, state and federal wastewater regulations.
- Operates and supervises operation of Class V water system in compliance with all appropriate local, state and federal water regulations.
- Plans and supervises the work of all operators/utility/maintenance workers.
- Inspects department worksites to ensure OSHA compliance.
- Oversees the daily planning, coordination, assignment and inspection of the wastewater and water system.
- Orders supplies and equipment for laboratory, wastewater system and water system.
- Establishes and monitors the use of general safety precautions.

- Installs or supervises and inspects the installation of all new connections.
- Oversees the replacement of all water meters/accessories that are inoperable or require maintenance.
- Repairs or supervises the repair of breaks in the town's water/sewer lines.
- Periodically inspects/maintains or supervises maintenance of fire hydrants for proper operation.
- Regularly inspects pumps, well houses, water storage tanks, and lift stations and all other facilities and supervises or performs maintenance as needed.
- Tests generators and all other emergency equipment regularly.
- Supervises or performs when needed meter reading, cut-offs for delinquent bills and courtesy notice delivery.
- Responsible for the mechanical operation and preventive maintenance of all water system, wastewater system, and any or all other public works owned town equipment.
- Responsible for the proper disposal of sludge and other waste.
- Performs or oversees both water and wastewater sampling.
- Responsible for periodic inspection of streets and sidewalks and makes necessary arrangements for repairs and maintenance.
- Assists Town Manager with preparation and monitoring of department budget.

## **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

## **JOB LOCATION AND CONDITIONS:**

Duties are performed indoors in an office and treatment plant environment and at assigned Town location outdoors in all types of weather conditions. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires thorough knowledge of the principles, practices and equipment used in water/wastewater treatment operations, repair and maintenance, knowledge of occupational hazards of skilled and semi-skilled workers; and some knowledge of the biological and engineering principles upon which water and wastewater treatment is based.
- Requires ability to analyze and solve operational problems related to the plant or water system; ability to supervise and train subordinates; and to work effectively with others.
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and

the internet. Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED and four (4) years of experience in water or sewer systems operations and maintenance, with one (1) to two (2) years of supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Position requires Class II license as a Wastewater Treatment Plant Operator within 24 months of employment and a Class V license as a Water Treatment Operator within 12 months of employment.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**PHYSICAL REQUIREMENTS:**

**C**= Continuous – over 6 hours a day      **O**= Occasional – less than 3 hours a day      **P**= Periodic – several times a year  
**F**= Frequent – between 3 and 6 hours a day      **I**= Intermittent–several times a week/month      **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>