

## Public Works Duties/Job Description

**GENERAL:** This description of duties has been compiled to represent a descriptive list of the range of duties performed by employees in this position. This list of duties is **not** intended to reflect all duties performed within the job. This document also describes the skills, knowledge and abilities required for the position(s).

**GENERAL:** The following are duties that may not fit into a specific category or department.

1. Duties related with the protection of Village assets during times of flooding from rivers or streams and flooding from heavy rains and the protection of private property by residents affected by flooding.
2. Maintain the fleet of village owned vehicles and associated equipment used in the day to day functions of public works duties.
3. Oversee and participate in the development and administration of the Public Works Department budget; submit the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures in accordance with Village policies and recommend budgetary adjustments as appropriate and necessary.
4. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
5. Select when authorized, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
6. Mosquito abatement to include the attendance of training and certification required by Federal, State or Rock Island County Health Department.
7. Curbside collection and disposal of residential yard waste in accordance with Village policy.
8. Other duties that may be assigned or required by the President, Board of Trustees and the appropriate committees.

**DEFINITIONS:** For the purposes of this document the following words and/or phrases are assigned the meaning described to them below:

**EPA** Environmental Protection Agency and as used in this document is meant to include both the State and Federal EPA.

**J.U.L.I.E.** (Joint Utility Locating Information for Excavators) is the State of Illinois one call system to locate underground utilities. The Village participates in this system for the locating and marking of underground utilities belonging to the Village for excavators to prevent damage to those systems.

**Public Works** for the purposes of this document, Public Works shall mean the combined functional areas of the Water Department, Sanitary Sewer System, Storm Sewer System, Streets and Alleys, and Parks Departments within the Village of Hampton.

**State** means the State of Illinois or its Departments.

## **WATER**

1. Acquire and maintain the appropriate operator license required by the Illinois EPA for the classification of the Village water system as designated by the Illinois EPA.
2. Attend conferences and educational seminars to satisfy continuing education requirements by the Illinois EPA and to stay educated on changing industry standards and changes to policies by the Illinois EPA and other agencies governing the operation of the water system.
3. Handle complaints and answer questions from the public relating to water usage.
4. Make minor adjustments on service equipment; maintain tools and equipment in working order.
5. Maintain logs of daily water usage.
6. Operate and maintain the distribution system, water storage tank and associated pumps, monitoring systems and valves.
7. Perform field duties related to the water system; take water samples to ensure the water is safe to drink and maintain any logs associated with sampling.
8. Inspect new construction and repairs made to the system by outside contractors as needed.
9. Identify service and main leaks and repair said leaks.
10. Obtain meter reads from customers for the monthly billing.
11. Maintain customer water metering systems.
12. Operation of pipe locators for JULIE locate requests.
13. Read and update water distribution maps and as-built plans and blueprints.

## **SANITARY SEWER**

1. Operate and maintain the solid waste collection system to include pipes, lift stations, pumps, monitoring systems and any buildings or structures that house said equipment.
2. Handle complaints and answer questions from the public relating to solid waste.
3. Make minor adjustments on service equipment; maintain tools and equipment in working order.
4. Maintain logs of daily/weekly solid waste metered and pumped to the treatment plant.
5. Monitor the system for infiltration and illegal usage per EPA guidelines and Village policy.
6. Operation of pipe locators for JULIE locate requests.
7. Inspect new construction and repairs made to the system by outside contractors as needed.
8. Read and update sanitary sewer collection maps and as-built plans and blueprints.

## **STORM SEWER**

1. Maintenance of the Storm Sewer System within the Village including ditches, swales, catch basins, piping and valves in order to establish and maintain the efficient flow of storm water runoff from streets and properties that abut the streets within the Village.
2. Operation of pipe locators for JULIE locate requests.

## **STREETS**

1. Maintenance of Village owned Streets and Alleys in accordance with minimum requirements for vehicular traffic established by Federal, State and Village policies to include the filling of pot holes, grading of alleys, and other tasks required to provide adequate drainage of streets and alleys to the storm sewer system.
2. Maintenance of Village owned sidewalks and other walkways in accordance with Village Policies and Federal and State guidelines.
3. Removal of snow from Village streets and alleys in accordance with Village policies.
4. Maintenance of equipment used for snow removal.
5. Establish and report to the Board of Trustees or appropriate committee annual road salt quantities required for snow removal to be submitted to the State for bids.
6. Maintenance of traffic control devices and pavement markings directing traffic.

## **PARKS**

1. Maintain playground equipment, pavilions and fencing within the parks in accordance with Village policies.
2. Maintain the grounds within the parks to include mowing of grass within the parks and other areas as designated by the Board of Trustees, and trimming of trees and other vegetation within the parks.
3. Maintain the bicycle/recreational path within the Village limits in accordance with standards established by Federal and State policies for bicycle use to include the portion along 1<sup>st</sup> Avenue that is a shared roadway, to include cleaning of debris, the repair of cracks, pot holes, and pavement markings.
4. Maintain equipment used in the maintenance of the Parks.

## **MISCELLANEOUS**