

MUNICIPAL ORDER NO.\_\_\_\_:2019

WHEREAS, the in order to maintain an effective and efficient work force, the city's class specifications must be updated from time to time; and

WHEREAS, the City Council enacts said classifications and amendments to classifications by Municipal Order:

NOW THEREFORE BE IT ORDERED by the City of Morehead, Board of City Council that the revised class specification for Director of Public Works, a copy of which is attached hereto is approved. A complete copy of said class specification shall be added to the Class Specification book retained by the City Clerk.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

CITY OF MOREHEAD

\_\_\_\_\_  
Laura White Brown, Mayor

ATTESTED: \_\_\_\_\_  
Crissy Cunningham, City Clerk

CITY OF MOREHEAD  
CLASS SPECIFICATION

Class Title: Director of Public Works

Department: Public Works

Supervisor: Mayor

Supervises: All Departmental Personnel

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates the activities and programs of the Public Works Department, including streets and roads, sanitation, and garbage; performs related work as required.

General Duties and Responsibilities:

Essential: Plans, organizes, directs, coordinates and evaluates all activities and programs of the department. Responsible for construction, installation, maintenance and/or cleanliness of all city buildings, streets and roads, alleys, sidewalks, storm sewers, manholes, culverts, drainage ditches, street signs, and barricades, etc. Works with contractors and inspects contracted improvement projects. Assigns routes and supervises the collection of refuse within the City. Maintains adequate inventory of equipment, spare parts, and supplies for the department. Prepares and administers departmental budget; authorizes purchases within established limits. Contacts citizens in regard to complaints or information about public works activities. Supervises subordinates; schedules work, training and time-off; signs departmental time cards. Prepares and maintains required reports and records. Insures preventive maintenance on departmental equipment, vehicles and tools. Supervises repair and maintenance of all City vehicles. Attends regular Council meetings, and special meetings as requested; reports on departmental activities as requested.

Additional Responsibilities: Performs other duties as required or assigned.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years work experience in, including two years supervisory experience.

Special Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of the methods and equipment used in all public works activities. Thorough knowledge of materials, methods and techniques utilized in construction, maintenance and operation of public works activities. Thorough knowledge of the geography of the city. Thorough knowledge of work hazards and applicable safety precautions associated with public works equipment, vehicles, tools, and procedures.

Abilities: Ability to formulate and direct an effective and efficient public works department. Ability to plan, organize, direct and evaluate the work of others. Ability to communicate effectively, orally and in writing. Ability to establish and maintain an effective working relationship with City officers and employees, and the general public. Ability to work with independent contractors and/or consultants. Ability to establish and monitor preventive maintenance program for departmental equipment, vehicles and tools. Ability to assign priorities and supervise the repair of departmental equipment, vehicles and tools. Possess mechanical aptitude, manual dexterity and good physical condition.

## ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Work is generally reviewed through reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Heavy equipment (loaders, backhoe, trucks, tractors, mowers, dozer, jack hammer, salt spreader, bucket truck); normal office equipment.

Physical Requirements of the Job: Work is performed both indoors and outdoors; however, most work is completed outdoors regardless of weather conditions. Must lift light objects (less than 25 pounds); must operate vehicle and equipment as a job requirement; exposed to machinery and its moving parts; exposed to high places, confined spaces; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid ~~[commercial]~~ drivers license issued by the Commonwealth of Kentucky. Possession of commercial driver's license (CDL) preferred, but not required.

Availability: Must be able to respond to calls at all hours. Personnel in this class have take-home vehicle privileges, and are required to pay federal taxes on the value of the benefit.

Certification Requirements: Membership in American Public Works Association and attendance at training programs and seminars preferred, but not required.

Drug and Alcohol Testing Requirement: Must participate in drug and alcohol testing as a condition of employment and continued employment.

Overtime Provision: Exempt.