



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586

City: Glencoe
Position Title: \$74,131 - \$92,664 Annually
Application Deadline: November 29, 2021

Job Summary: The Public Works Director is responsible for planning, directing, and overseeing water, wastewater, stormwater departments, and underground street operation, developing long and short term goals, preparing project proposals, supervising staff, preparing department budgets, acting as a liaison for various state and federal agencies, preparing and analyzing bid specifications, resolving citizen complaints, and ensuring compliance with applicable laws and regulations.

Contact Information: A complete job description and application are available at the City Offices at the Glencoe City Center (320) 864-5586 or online at www.glencoe.mn.org. For consideration email or mail completed application and resume to: jjerabek@ci.glencoe.mn.us or Glencoe City Center, 1107 11th Street East, Suite 107, Glencoe, MN 55336 by 4:30 PM on November 29, 2021.

Mayor: Ryan Voss **City Administrator:** Mark Larson
Council Members: Allen Robeck – Paul Lemke – Cory Neid – John Schrupp – Susan Olson

TITLE: Public Works Director-Water, Wastewater, Stormwater

DEPARTMENT: Public Works

ACCOUNTABLE TO: City Administrator

DESCRIPTION OF WORK

General Statement of Duties: Performs supervisory and skilled maintenance and repair work with water, wastewater, stormwater, vehicles, equipment, grounds, and buildings; performs related duties as required.

Supervision Received: Works under the administrative oversight of the City Administrator.

Supervision Exercised: Exercises general and technical supervision over public works staff.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed this position. Duties may vary somewhat from the listed examples

Plans, directs, and oversees water, wastewater, stormwater, and underground street operations; develops long and short term goals; prepares project proposals for council including cost estimations.

Supervises staff including jointly interviewing with the City Administrator, recommending hire and discharge, assigning work and evaluating performance, coaching, training, rewarding and disciplining.

Prepares and analyzes bid specifications for large purchases or obtains bids as appropriate; purchases equipment and supplies in accordance with the budget and maintains related records; obtains appropriate approvals as needed.

Prepares the department budgets; tracks and approves expenditures and forwards receipts and invoices to City Finance.

Acts as a liaison with the DNR, OSHA, MPCA, EPA, MDH, and Homeland Security; prepares required forms and reports; maintains required water, wastewater, stormwater, and land application permits.

Responds to and resolves citizen complaints.

Attends Council meetings to answer questions and provide information as requested.

Evaluates workload, determines priorities, assigns staff to work and ensures project completion.

Ensures proper care and safe operation of equipment and vehicles.

Inspects field operations to determine work progress, changing priorities, problems and material and equipment needs.

Monitors operations to ensure compliance with applicable laws, regulations, rules, and policy.

Assists in writing and editing public works-related ordinances.

Oversees City water towers operation and maintenance, water levels, and lease agreements.

Oversees the water treatment plant and performs tests on all water samples; collects and sends samples in to the MN Department of Health; adjusts chemical feed rates as needed.

Oversees and water meter reading and records information; implements utility rates changes and oversees account adjustments.

Oversees the operation and maintenance of pumps, control panels, chlorinators, chemical feeders, changing of filters, mixes chemicals and changes of chlorine cylinders.

Oversees and maintains records of amount of water pumped and chemicals used in water and wastewater treatment.

Oversees, inspects and monitors city wells for proper operation.

Oversees and records daily flow and performs monthly testing of effluent and influent samples as required by the MPCA and MDH; adjusts process control as needed.

Oversees and performs maintenance at lift station including repairing or replacing fans, heaters and submersible pumps; inspects, cleans and changes oil on motors.

Oversees and repairs, jetter for sewer cleaning; cleans storm sewers, catch basins, grates and sand traps; cleans, installs, repairs, and replaces utility covers; installs storm sewer lines, flushes sewers and fire hydrants.

Oversees and repairs water main breaks, sewer mains and storm sewer mains.

Oversees preventative maintenance and repair of department vehicles and heavy and light equipment.

Oversees and calls for digging permits through "gopher-one"; locates lines for contractors under Gopher State One Call.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of tools, methods, operations and materials used in water, wastewater, and storm water operations.

Knowledge of water, wastewater, and stormwater testing and treatment.

Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.

Considerable knowledge of the operation of Class "B" water and Class "A" wastewater treatment plants.

Considerable knowledge of federal and state laws, municipal ordinances, and regulatory requirements for water facilities and wastewater POTW and storm water.

Considerable skill in the repair and maintenance of water distribution, wastewater collection, storm water collection, equipment and facilities.

Considerable skill in testing and treating water samples.

Considerable ability to schedule work and staff effectively, supervise staff, water, wastewater, and storm water operations.

Ability to read control panels, meters and gauges, to be able to detect when problems are occurring, and respond appropriately.

Ability to operate a telephone, cell phone or radio to communicate effectively with City staff, elected officials, state and county agencies and the public.

Ability to supervise staff and assign and prioritize work.

Ability to work around noise and vibration generated from equipment and blowers.

Ability to work with City sub-contractors to perform tasks.

Ability to prepare budgets and maintain records.

Working ability to work outside year-round, including during inclement weather.

Working ability to perform mathematical calculations and to use a computer.

QUALIFICATIONS

Minimum Qualifications: Two years of college or vocational/technical training in street construction and maintenance, or engineering, and five years of progressively responsible public works experience, at least three years of which were in a supervisory capacity. Must possess or be able to obtain within one year of employment: a Minnesota Class B driver's license with tanker endorsement. (A bachelor's degree in engineering or a related field may substitute for up to two years of required experience. Additional experience may substitute for college or vocational/technical training.) A Class A wastewater operator's certification, a Class B water operator's certification, and a Class IV certification in waste disposal (Biosolids).

Desirable Qualifications: Prefer a combination of education and experience of approximately 5 years in general municipal operations, and a strong public works background including experience in supervision and management.