



100 Depot Ave.
PO Box 1006
Caliente, NV 89008
775-726-3131

Public Works Manager

FLSA Status: Exempt
Safety Sensitive: Yes

Created: 08/12/2018
Last Revised: 11/07/2024

DEFINITION: Serves as the supervisor of the electric, water, sewer, streets, building maintenance, parks, storm water, cemeteries, sanitation, pool, and other public works services for the organization. Performs a variety of administrative, developmental, oversight, supervisory functions as well as personally performing or overseeing unskilled, semi-skilled, and skilled construction, repair, and maintenance functions involved in the provision of various public works services while still maintaining a high regard for safety.

DISTINGUISHING CHARACTERISTICS: Position is responsible for the overall management and implementation of the public works department including construction, operation, and maintenance functions for the organization and supervising Public Works employees. The position will prepare and propose public works projects for Council approval. Additionally, this position participates in water rights meetings and decisions, as well as serving as a liaison to the Planning, Building, Beautification Departments, Tree board and Museum board. This position receives guidance from the Mayor and City Council members.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Responsible for planning, organizing, monitoring, and overseeing the construction and maintenance of all public works services, and for ensuring the organization's utilities, streets, irrigation projects, parks, and related facilities are maintained, operational, and in compliance with established specifications.
2. Responsible for the proper testing and operation of all water and sewer systems.
3. Determines the need for repair and maintenance of existing public works facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with engineers and other resources as required.
4. Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in public works operations.
5. Responsible for developing and implementing safety standards for the operation of public works equipment and for the construction and maintenance of public works projects; ensures all public works staff are trained and adhere to safety standards.



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6. Responsible for the appropriate care and maintenance of all organization-owned or controlled public works equipment and facilities; develops procedures for and maintains records and inventory of materials and supplies; implements loss control measures.
7. Develops budget forecasts for funds needed for materials, supplies, equipment, and staffing for the public works functions; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
8. Supervises public works staff; determines staffing needs; hires, trains, schedules, evaluates, and implements disciplinary action, if appropriate, to assigned staff.
9. Makes periodic reports of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the Mayor and City Council.
10. Performs, instructs, and oversees staff in the more complex and difficult tasks encountered with public works projects and activities including, but not limited to, the operation of specialized tools and heavy equipment.

KNOWLEDGE, SKILLS, and ABILITIES: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Methods, materials, tools, equipment, practices, and procedures used in construction and maintenance of public roads, water and sewer lines, and other public works facilities and operations;
- Proper operation of equipment and vehicles used in public works operations;
- Measuring techniques and arithmetic calculations;
- Supervisory techniques and practices;
- Budget preparation and administration; and
- Laws and regulations pertaining to public works.

Skills:

- Diagnose and repair malfunctions in public works operations;
- Properly operate equipment and vehicles;
- Calculate realistic cost estimates for public works projects;
- Personally operate or oversee others in the operation of a variety of equipment and tools related to public works projects and operations.



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Ability to:

- Perform and/or oversee a variety of unskilled, semi-skilled, and skilled manual maintenance and construction tasks for extended periods of time;
- Understand and apply diagrams, blueprints, schematic drawings, and applicable codes;
- Plan, direct, supervise, and evaluate the work of staff;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Establish and maintain effective working relationships with all levels of City/County staff, elected officials, and the general public;
- Analyze policies, regulations, projects, activities, and methods;
- Select alternatives;
- Project the consequences of proposed actions;
- Understand, interpret, and apply laws and regulations; and
- Communicate effectively both orally and in writing.

REQUIRED CERTIFICATION AND LICENSES:

Possession of a valid Nevada commercial driver's license. Appropriate Water Distribution Certification and Wastewater Treatment Certification. OSHA 30 certification.

A background check is required.

EXPERIENCE AND TRAINING:

Education: Requires a Bachelor's degree from an accredited college or university in public or business administration, environmental science, engineering or a degree related to the core functions of this position.

Experience: Five (5) years of full-time increasingly responsible professional experience performing the core duties in the areas of Public Works and three (3) years of management level responsibility.

OR

Any equivalent combination of education, experience, and training that provides evidence that the necessary skills and training are possessed to successfully perform the requirements listed.

Training: Excel, Word, GIS mapping.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.



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Position requires manual labor with frequent lifting of objects in excess of 25 pounds and occasional lifting or moving of objects weighing 50 pounds or more; involves frequent bending, twisting, squatting, and reaching overhead. Strength and stamina to stand or walk for extended periods of time and to travel over rough roads. Dexterity, coordination, and vision to use keyboard and video display terminal; vision to read maps and reports. Occasional work in tight spaces.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

WORKING CONDITIONS:

Work is performed in an office setting and in the field. Outdoor work is required in the inspections of various land use developments, construction sites, and City facilities. While performing the duties of this job, the employee may work in outside weather conditions. The employee may work around moving mechanical parts, heavy equipment, and in high, precarious places and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

Employee Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Signature: _____ Date: _____