



Department of Public Works

November 2, 2016

**Mayor Jerry Wiley
City Council
City Attorney Steve Chinn
City of Fairway**

**Re: Public Works Department Job Description-
Assistant Public Works Director**

This Job Description has been updated to reflect the new position and the assignment/division of job duties.

Bill Stogsdill
Director of Public Works
City of Fairway, KS
(913) 722-2822
bstogsdill@fairwaykansas.org

CITY OF FAIRWAY JOB DESCRIPTION

TITLE: Assistant Director **DEPARTMENT:** Public Works
FSLA STATUS: Non-Exempt **WORK WEEK:** 40 hours + overtime

JOB SUMMARY

The Assistant Director assists in the planning, organizing and directing of Public Works as well as supervising the activities of Public Works, tree care and park maintenance. Acts on behalf of Director of Public Works in his/her absence.

SUPERVISION

- This position reports to the Public Works Director.
- This position supervises all Public Works Operations personnel in the absence of the Director.
- This position requires independent judgment with little review and guidance.

DUTIES

- Ensures the proper maintenance and/or construction of City owned facilities as assigned by Public Works Director.
- Assists Public Works Director in the financial operations of the Public Works Department.
- Assists Public Works Director in arranging contract work related to various Public Works maintenance and construction activities.
- Insures all department equipment is in proper operating condition prior to its use.
- Purchases new and additional equipment as directed by Public Works Director.
- Responds to inquiries and complaints from the public, and completes a follow-up in each situation as appropriate.
- Assists Director in overseeing Public Works maintenance and construction activities.
- Reviews the daily activities of the Public Works Operations Staff, insuring that all work is completed properly.
- Must take and pass arborist certification class within first year of full time employment.
- Perform all Sediment and Erosion Control inspections according to City of Fairway standards.
- Miscellaneous duties as assigned.

REQUIREMENTS

Skills and Abilities

- Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing, comprehend arithmetically, and express ideas creatively.
- Ability to work independently, as part of a team and with the public.
- Ability to prioritize work and meet deadlines.
- Ability to work long hours as needed.
- Aptitude for office equipment and procedure, including word processing.
- Must have an understanding of the proper use of all department equipment.

Physical

- Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position.
- Must have visual acuity, visual stamina, and auditory perception adequate to perform the essential functions of the position.
- Must be able to speak and write adequately to perform the essential functions of the position.
- Must be able to be present at various work sites.
- Must be able to withstand exposure to noise from equipment, machines, and vehicles.
- Must be able to stand for a prolonged period of time.
- Must be able to perform frequent lifting of up to 75 pounds.
- Must be able to perform certain tasks on a repetitive basis, including but not limited to, frequent bending, stooping and reaching, and must be able to perform manual labor.
- Must have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions such as rain, snow, storms, heat, cold, and any other weather indigenous to the U.S. Midwest.
- Must be able to walk over uneven surfaces and to engage in occasional climbing.
- This position requires physical labor most of the day including heavy lifting of materials and equipment.
- Under certain circumstance such as snowstorms or street sweeping, this position may require sitting in a vehicle for long periods of time.

Mental

- Ability to understand department rules and regulations, City of Fairway rules, regulations and policies and standard operating procedures and ability to follow same.
- Ability to formulate department rules and regulations, City of Fairway Rules, regulations and policies and standard operating procedures.
- Ability to concentrate and reason logically. Must be original and creative and have sound judgement.
- Ability to make rational decisions efficiently during variable and sometimes stressful conditions, including the ability to calmly interact with the public and other City personnel.

Educational and Miscellaneous

- Must have basic education with a high school diploma or equivalent.
- Must have three years experience as an Equipment Operator or equivalent experience.
- Must be certified Sediment and Erosion Control inspector

Other

- Must have a valid Class B Commercial Driver's License (CDL) with air brake endorsement.
- Must have an acceptable driving record, in the City's discretion, and must be proficient in safe vehicular operation.
- Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion.
- Must be available and willing to work such hours as the City determines is necessary or desirable to meet its business needs.

Safety

- Must conform to all safety procedures described during training.
- Must use Personal Protective Equipment supplied by the City of Fairway, Kansas.
- Must work in a safe manner at all times.
- Must encourage others to work in a safe manner at all times.



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**Re: Public Works Department Job Description-
ROW Specialist/Equipment Operator II**

The Public Works Department is hiring a new position in 2017 that will deal primarily with work in Right-of-Way and the contractors that have open permits. Attached for review is the job description associated with that position that will have a starting salary range of \$42,000-\$48,000.

The current timeline would be to advertise in November, interview in December with a start date in January 2017.

A handwritten signature in black ink, appearing to read "Bill Stogsdill", with a horizontal line extending to the right.

**Bill Stogsdill
Director of Public Works
City of Fairway, KS
(913) 722-2822
bstogsdill@fairwaykansas.org**

CITY OF FAIRWAY JOB DESCRIPTION

TITLE: ROW Specialist/Equipment Operator II **DEPARTMENT:** Public Works
FSLA STATUS: Non-Exempt **WORK WEEK:** 40 hours + overtime

JOB SUMMARY

The ROW Specialist/Equipment Operator II position is the primary liaison between the Public Works Department and contractors with open Right-of-Way permits to ensure construction and restoration is completed to adopted standards as well as performs maintenance and construction of City-owned facilities, snow removal, mowing, street sweeping, storm sewer maintenance and cleaning, cleaning of City facilities, tree planting and maintenance and other duties as assigned. This position reports to the Director and Assistant Director in the absence of the Director; all work and all job-related decisions are subject to review by supervisors. This position involves no supervision of other employees.

DUTIES

Maintenance and Construction activities

- Primary liaison between the Department and contractors with open Right-of-Way permits to ensure construction and restoration is completed to adopted standards.
- Back up Sediment and Erosion Control Inspector.
- Must take and pass arborist certification class within first year of full time employment.
- Performs routine maintenance on vehicles and equipment.
- Assists in the maintenance and/or construction of City-owned facilities, including, but not limited to mowing, snow removal, street sweeping, tree planting and trimming, light maintenance of Public Works facilities, streets, roads, right-of-ways, and storm sewer systems as directed.
- Performs a variety of manual labor activities, including hauling materials, landscaping, excavation, removing pavement and curbing, placing concrete and asphaltic materials, etc.
- Performs miscellaneous duties as assigned.

Equipment Safety

- Ensures all equipment, including vehicles, is in proper operating condition prior to use.
- Notifies supervisor of unsafe equipment or safety concerns immediately.

REQUIREMENTS

Skills and Abilities

- Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing, comprehend arithmetically, and express ideas creatively.
- Ability to work independently, as part of a team and with the public.
- Ability to prioritize work and meet deadlines.

- Ability to work long hours as needed.
- Aptitude for office equipment and procedure, including word processing.
- Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing, comprehend arithmetically, and express ideas creatively.
- Must have an understanding of the proper use of all department equipment.
- Ability to comprehend written material (i.e. instruction books); ability to comprehend directives.
- Aptitude for mechanics.
- Aptitude for operating all department equipment.
- Must have proficiency with radio language.

Physical

- Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position.
- Must have depth perception, visual acuity, and ability to distinguish colors adequate to perform the essential functions of the position.
- Must be able to be present at various work sites.
- Must be able to stand for a prolonged period of time.
- Must be able to perform certain tasks on a repetitive basis, including but not limited to, frequent bending, stooping and reaching, and must be able to perform manual labor.
- Must be able to perform frequent lifting of up to 75 pounds.
- Must be able to withstand exposure to noise from equipment, machines, and vehicles.
- Must have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions such as rain, snow, storms, heat, cold, and any other weather indigenous to the U.S. Midwest.
- Must be able to walk over uneven surfaces and to engage in occasional climbing.
- Under certain circumstance, such as snow storms or street sweeping, this position may require sitting in a vehicle for long periods of time.

Mental

- Ability to understand department rules and regulations, City of Fairway rules and regulations, policies, standard operating procedures, and ability to follow same.
- Ability to concentrate and reason logically. Must have sound judgment.
- Ability to make rational decisions efficiently during variable and sometimes stressful conditions including the ability to calmly interact with the public and other City personnel.
- Ability to respond to emergencies, changes, and directives efficiently.

Educational and Miscellaneous

- Must have basic education with a high school diploma or equivalent preferred.
- Must have two years' experience as a ROW Inspector/Equipment Operator or equivalent experience.

Other

- Must have a valid Class B Commercial Driver's License (CDL) with air brake endorsement or the ability to acquire within three month of hire.
- Must have an acceptable driving record, in the City's discretion, and must be proficient in safe vehicular operation.
- Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion.
- Must be available and willing to work such hours as the City determines is necessary or desirable to meet its business needs.

Safety

- Must conform to all safety procedures described during training.
- Must use Personal Protective Equipment supplied by the City of Fairway, Kansas.
- Must work in a safe manner at all times.
- Must encourage others to work in a safe manner at all times.



Department of Public Works

November 2, 2016

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**Re: Public Works Department Job Description-
Equipment Operator**

To align more with neighboring departments, the Public Works Department would like to change the name of our Maintenance Worker position to Equipment Operator.

This is a change in title only and will align more with the job that we are asking staff to do.

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**Bill Stogsdill
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CITY OF FAIRWAY JOB DESCRIPTION

TITLE: Equipment Operator
FSLA STATUS: Non-Exempt

DEPARTMENT: Public Works
WORK WEEK: 40 hours + overtime

JOB SUMMARY

The Equipment Operator position performs maintenance and construction of City-owned facilities, snow removal, mowing, street sweeping, storm sewer maintenance and cleaning, cleaning of City facilities, tree planting and maintenance. This position reports to the Director and Assistant Director in the absence of the Director; all work and all job-related decisions are subject to review by supervisors. This position involves no supervision of other employees.

DUTIES

Maintenance and Construction activities

- Assists in the maintenance and/or construction of City-owned facilities, including, but not limited to mowing, snow removal, street sweeping, tree planting and trimming, light maintenance of Public Works facilities, streets, roads, right-of-ways, and storm sewer systems as directed.
- Performs a variety of manual labor activities, including hauling materials, landscaping, excavation, removing pavement and curbing, placing concrete and asphaltic materials, etc.
- Performs miscellaneous duties as assigned.

Equipment Safety

- Ensures all equipment, including vehicles, is in proper operating condition prior to use.
- Notifies supervisor of unsafe equipment or safety concerns immediately.

REQUIREMENTS

Skills and Abilities

- Ability to comprehend written material (i.e. instruction books); ability to comprehend directives.
- Ability to work independently, as part of a team, and with the public.
- Ability to prioritize work and meet deadlines.
- Ability to work long hours as needed.
- Aptitude for mechanics.
- Aptitude for operating all department equipment.
- Must have proficiency with radio language.

Physical

- Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position.
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- Must have basic education with a high school diploma or equivalent preferred.
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