



Elko County Human Resources Employment Opportunity Announcement

POSITION: PUBLIC WORKS SUPERINTENDENT- ELKO

SALARY: SALARY COMMENSURATE WITH EDUCATION AND EXPERIENCE:
STEP 1- \$33.69/HR
STEP 2- \$35.37/HR
STEP 3- \$37.05/HR
STEP 4- \$38.73/HR
STEP 5- \$40.43/HR

POSITION OPENS: MAY 25, 2022

APPLICATION DEADLINE: THE POSITION WILL REMAIN OPEN UNTIL FILLED. THE FIRST APPLICATION REVIEW WILL BE ON JUNE 2, 2022.

POSITION:

Elko County is seeking qualified applicants for the Public Works Superintendent within Elko, Nevada.

The Elko County Public Works Superintendent serves as the supervisor of Elko County owned and maintained water and sewer systems, public works building maintenance, parks, solid waste disposal, and other public works services for Elko County. Performs a variety of developmental, oversight, and 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. Responsible for supervising and maintaining Elko County Public Works Department operations including clerical, support, and field personnel.

The position is responsible for the overall management of public works construction, operation and maintenance functions for Elko County. This position has been identified as safety-sensitive and is subject to pre-employment and random drug and alcohol screening pursuant to County policy.

Exercises direct supervision over all public works staff operating in Elko, Jarbidge, Midas, Montello, Mountain City, Pilot Valley, Tuscarora, and all other locations required, excluding the unincorporated town of Jackpot.

WHAT WE CAN OFFER:

- Opportunities to grow and learn within the Public Sector.
 - Excellent benefits through a PPO plan with a low deductible and out-of-pocket max.
 - Minimal fee for Medical/RX, Dental, Vision, and group life insurance.
 - 100% County Paid PERS (Public Employee Retirement System) Retirement
 - 12 Paid Holidays
 - Vacation Leave, Sick Leave, and Family Medical Leave
 - Military Leave
 - Employee Assistance Program (EAP)
 - No State Income Tax
-

HOW TO APPLY:

To obtain an Elko County Application please visit www.elkocountynv.net.

ELKO COUNTY HUMAN RESOURCES

540 Court Street, Second Floor (Physical Address)

571 Idaho Street (Mailing Address)

Elko, NV 89801

Email: employment@elkocountynv.net

Phone: (775) 738-4375

Fax: (775) 738-5984

Elko County is an Equal Opportunity Provider and Employer

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



Job Description

Public Works Superintendent- Elko

Employment Status:	Full-Time	FLSA Status:	Non-Exempt
Department:	Community Development/Public Works	Pay Grade:	E15
Reports to:	Assistant County Manager	Supervises:	Direct (5); Indirect (0)
Education:	High School Diploma or equivalent	Probation:	6 months
Experience:	Five years of progressively responsible experience in water, sewer, roadway, and grounds and facilities construction, operation, and maintenance, or any combination of training, education, or experience which demonstrates an understanding of and the ability to implement public works construction, operation, and maintenance functions.		

Training and/or experience should also demonstrate a fundamental knowledge of basic construction techniques, code requirements, safety measures, precautions, and hazards involved with public works construction and operations.

Certifications: Must maintain a valid Nevada driver's license
The following certifications and licenses are required to be possessed upon hire and maintained as a condition of employment:

- Valid Nevada Class A CDL with X endorsement
- OSHA 30 Hours Safety Certificate

The following certifications and licenses are required to be possessed within 1 year of hire and maintained as a condition of employment:

- ATTSA Traffic Control Supervisor
- Backflow Assembly Tester Certification
- Grade II Water Distribution Operator (Grade III encouraged not required)
- Level II Wastewater Treatment Operator
- Level II Collection System Operator (encouraged, not required)
- Grade II Water Treatment Operator
- Licenses and certificates to operate County equipment required for the operation of the Public Works Department
- Flagger Certification
- International Municipal Signal Association (IMSA) Level II (backup for Jackpot)

SUMMARY OF JOB PURPOSE

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ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential functions:

- Responsible for planning, organizing, monitoring, and overseeing the operation, construction, and maintenance of all public works services, and for ensuring the organization's utilities, irrigation projects, parks, and related facilities are maintained, operational, and in compliance with established specifications and state and federal laws.
- Supervises the daily and long-range scope of work for all utilities operated by the County of Elko and its unincorporated towns, including water systems, sewer systems, landfills, storm drainage, and parks.
- Ensures all master plans are followed or changes are made as needed or when applicable.
- Will be the responsible operator in charge of water and wastewater systems in Elko County.
- Determines the need for repair and maintenance of existing public works facilities and equipment, including the development of maintenance schedules; determines when the purchase of new equipment or construction of new facilities is indicated; consults with engineers and other resources as required.
- 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. May serve as project/quality control manager when necessary.
- 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.
- Responsible for the appropriate operation, care, and maintenance of all county-owned or controlled public works equipment, facilities, and systems. Develops procedures for and maintains records and inventory of materials and supplies; implements loss control measures.
- Develops budget forecasts for the number of 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. Assists in the negotiation of contracts as necessary for community projects.
- Supervises public works staff; determines staffing needs; hires, trains, schedules, evaluates, and implements disciplinary action, if appropriate, to assigned staff.
- Provides and organizes training for staff certifications and updates.
- Makes periodic reports of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the Assistant County Manager.
- 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.
- Collaborates with local, state, and federal agencies and officials to ensure compliance with all applicable rules, ordinances, and regulations in the scope of public works facilities, utilities, systems, projects, and programs. Recommends necessary ordinances and/or regulations to protect facilities, utilities, and systems.
- In charge of the county wellhead protection in association with Federal and State Regulations.
- Responsible for the County Cross Connection Control Program.
- Work to ensure good drinking water quality, which includes pipeline maintenance, spring and well maintenance, and care of sanitizing facilities such as chlorinators and automatic valves.
- Reviews zoning ordinances when needed to ensure safe storm event construction and wellhead protection.
- Coordinator for: underground service alert, underground fuel tank storage compliance, hazardous materials handling, and other programs as assigned.
- Ensures that EPA procedures for wastewater spills and discharges are followed.
- Reviews all chemical usage in the unincorporated areas of the county and keeps the functions of the county in compliance with regulations.



Job Description

Public Works Superintendent- Elko

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSA's)

An employee in this position must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods, materials, tools, equipment, practices, and procedures used in the construction and maintenance of public roads, water, and sewer lines, and other public works facilities and operations;
- Electrical troubleshooting techniques where electrical panels and controls are used which include safety practices and principles as it relates to electrical
- Hydraulic principles for pumps.
- Well yield and pumping rate problem-solving.
- Pump and well-maintenance practices and procedures.
- Procedures for proper installation and maintenance of pipelines according to AWWA standards.
- Backflow prevention principles include but are not limited to: proper backflow prevention techniques; proper sizing of assemblies; proper application of devices; testing of backflow assemblies; training operators in backflow prevention. Shall possess and keep current backflow tester certification by a Nevada-recognized certification agency.
- Recommended chemicals and dosage calculations for water and wastewater treatment problem-solving.
- Proper procedures for reaching and maintaining operating depths in wastewater lagoons.
- Aeration requirements and methods.
- Monitoring techniques for flow and equipment.
- Sampling; monthly and quarterly reporting requirements.
- Street repair practices and principles including but not limited to the following: Proper compaction techniques for base and subgrade; preparation for repairs according to Orange Book; applications for various mixes for asphalt and concrete; proper sealer and spread rates for chip seals and slurries.
- Modern practices and principles of turf care; including selection and installation of automatic and manual watering systems, proper mowing heights, and fertilization requirements.
- Modern building maintenance practices and principles.
- Building construction and project management.
- Proper operation of equipment and vehicles used in public works operations.
- Measuring techniques and arithmetic calculations.
- Supervisory techniques and practices.
- Budget preparation and administration.
- Laws and regulations pertaining to public works.

Skills

- Demonstrating excellent interpersonal skills especially in dealing with the public.
- Supervising, assigning, directing, and motivating employees and planning their work assignments effectively. Creating a fair, unbiased, cooperative work atmosphere.
- Delegating authority and responsibility.
- Reading and understanding complicated plans and blueprints.
- Communicating effectively both verbally and in writing.
- Understanding and carrying out complex written and oral communications.
- Applying basic accounting concepts. Making and verifying arithmetical computations with accuracy and speed.

Abilities

- Ability to direct contract consultants in the scope of work for public works projects throughout the county.

- Perform calculations as they relate to heat loss, pump efficiency and wellhead safe zone delineation.
- Maintain automatic valves and controls
- Properly size install valves.
- Perform and/or oversee a variety of unskilled, semi-skilled, and skilled manual maintenance and construction tasks for extended periods of time.
- Personally, operate, or oversee others in the operation of a variety of equipment and tools related to public works projects and operations.
- Diagnose and repair malfunctions in public works operations.
- 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 County staff, elected officials, and the general public.
- Analyze policies, regulations, projects, activities, and methods.
- Project the consequences of proposed actions.
- Understand, interpret, and apply laws and regulations.

OTHER REQUIREMENTS

- This position has been identified as safety-
- sensitive and is subject to pre-employment and random drug and alcohol screening pursuant to county policy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

An employee in this position must meet the following physical requirements upon application:

- Most outdoor work is required in the inspection of various land use developments and construction sites.
- Position requires manual labor with frequent lifting of objects in excess of 25 pounds and occasional lifting or moving objects weighing 75 pounds or more.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust, 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.
- Occasionally work in confined spaces entering through a 30-inch opening. Occasionally climb water tanks to a height of 40 feet or more and work from a bucket truck basket.
- Work is performed in the office and in the field with exposure to traffic, loud noise, dust, various weather conditions, and hazardous conditions such as confined space entry, heights, long hours in emergency situations, and handling dangerous chemicals as needed for water systems and or distribution use.
- Travel is required within the role.