

CITY PUBLIC SERVICES COORDINATOR

Effective July 1, 2018, the added duties of City Public Services Coordinator will be added to the duties of the City Fire Chief..

DUTIES

- 1. Monitor City Public Works (PW) Department 's service delivery process.**
- 2. Schedule PW tasks by priority**
- 3. Insures that PW employee work teams are working in a proper manner and that too many employees a not on a job site.**
- 4. Insures that all work tasks, to include work orders, have been completed**
- 5. Makes sure that adequate materials and supplies are available**
- 6. Monitors the City warehouse**
- 7. Coordinates PW purchasing with the PW Director, Wastewater Operator and the City Finance/Purchasing Specialist**
- 8. Maintains an inventory of all PW vehicles, equipment, materials and supplies**
- 9. Monitors the PW vehicle/equipment maintenance program**
- 10 Insures that PW develops a record keeping program for the cost of each repair/maintenance and water/sewer line extension.**