



City of Prairie Village Job Description

Title: Public Works Director
Department: Public Works
Salary Range:
Reports To: City Administrator
Range of Supervision: Department Head
FLSA Status: Exempt
EEO Code: 1 – Officials and Administrators

Nature of Work:

See Prairie Village Municipal Code Chapter 1, Article 3, Section 305/306

Primary Duties:

- See Prairie Village Municipal Code Chapter 1, Article 3, Section 305/306

Required Knowledge, Skills, and Abilities:

- See Prairie Village Municipal Code Chapter 1, Article 3, Section 305/306

Minimum Qualifications:

- See Prairie Village Municipal Code Chapter 1, Article 3, Section 305/306

General Aptitudes and Physical Requirements

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have this position must be able to perform all essential functions unaided or with reasonable accommodation.

I. *Mental Abilities*

General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions.
- Ability to make decisions in accordance with established procedures and policies.
- Not essential to job function.

II. *Verbal Abilities*

Ability to understand meanings of words and ideas associated with them to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

A. *Speaking/Talking*

- Answering telephone, radio, or switchboard.
- Communicating with City officials.
- Communicating with general public.
- Communicating with vendors.
- Communicating with supervisors and/or with other employees.
- Communicating with others.
- Not essential to job function.

B. *Hearing/Listening*

- For communication with City officials, public, vendors, supervisors, and/or other employees.
- Not essential to job function.

C. *Reading (ability to read and understand text)*

- Essential to job function.
- Not essential to job function.

III. *Numerical*

Ability to perform arithmetic operations quickly and accurately.

- Ability to perform accurate two-digit calculations
- Ability to perform accurate calculations aided by a computer, calculator, adding machine, or measurement device.
- Not essential to job function.

IV. *Spatial Abilities*

Ability to comprehend forms in space and understand relationships of plan and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential to job function.
- Not essential to job function.

V. *Motor Coordination*

Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

A. **Manual Dexterity**

Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- Use telephone.
- Use switchboard.
- Use radio/console.
- Use a calculator.
- Use a copy machine.
- Use a fax machine.
- Manipulate computer keyboard and mouse.
- Use postage machine.
- Use hand tools.
- Use power tools.
- Other:
- Not essential to job function.

B. **Finger Dexterity**

Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function.
- Not essential to job function.

Explain: _____

VI. *Physical Demands*

A. **Strength**

The quality, state, or property of being strong. The power to withstand strain, force, or stress.

	Ability to manipulate materials and/or equipment (lbs)						Frequency		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					X		X		
Push/Pull					X		X		
Hold/Carry					X		X		

Manipulation done from (check all that apply):

- ground to waist
- waist level
- waist to shoulder
- above shoulder

Not essential to job function (check all that apply):

- Lift
- Push/Pull
- Hold/Carry

B. Climbing

To move up or mount by using the hands or feet.

- Essential to job function.
 Not essential to job function.

C. Ability to Stand, Sit, Walk, and Run:

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		X					X		
Sit			X					X	
Walk		X					X		
Run									

If walking or running, over what type of terrain (check all that apply):

- Flat Rough Both

Not essential to job function (check all that apply):

- Stand Sit Walk Run

D. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back , to bend downwards, to lower oneself and/or to move feely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

E. Reaching, Handling, Fingering, and or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold, or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

F. Seeing

To perceive or comprehend by the sense of sight.

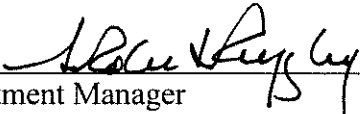
- Peripheral vision.
 Night vision.
 Focus (distinctness or clarity).
 Color perception (discriminate between colors).
 Depth perception (discriminate distance relationship between objects).

VII. *Driving*

The ability to transfer or convey in a vehicle.


Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/ Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Review and Recommended by:



Department Manager


29 SEP 06
Date



Human Resources Specialist

9/29/06
Date

Approved by:



City Administrator

9/29/06
Date