

**CHAPTER 5  
PUBLIC WORKS DEPARTMENT**

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**3-5-1: ESTABLISHMENT OF PUBLIC WORKS DEPARTMENT:**

The Department of Public Works is hereby established as an administrative department of the City. (Ord. 3003, 04-23-15)

**3-5-2: DUTIES OF THE DIVISION:**

The Department of Public Works shall supervise and control:

(A) The construction, operation and maintenance of all public streets, sidewalks, alleys, bridges, highways and rights of way, including the placement and operation of street regulatory and informational signs.

(B) The construction, operation and maintenance of all sewer facilities and appurtenances, including sanitary sewers, pumping stations, storm sewers, drains, ditches, culverts and streams and water courses under the jurisdiction of the City.

(C) The administration of all rules, regulations and ordinances pertaining to the construction, maintenance and operation of all streets, sidewalks, rights of way, easements, sewers, sanitation facilities, waterlines and pumps, gas lines, telephone and communication lines and subdivision improvements.

(D) The making of all surveys, maps, public works plans, drawings and other documents required for the construction, maintenance and operation of all public works owned or operated by the City.

(E) The preparation of contract drawings, specifications and cost estimates for all public works construction and maintenance and the supervision of such construction, including field inspections.

(F) The construction, operation and maintenance of all public water supply and distribution facilities.

(G) The collection and disposal of all refuse and the cleaning of all streets and alleys, including the removal of snow therefrom.

(H) The collection, maintenance and distribution of mapping and geographic information including aerial photography, cadastral, water, sewer, storm, sanitation, snow, street, traffic, and related data. (Ord. 3003, 04-23-15)

### **3-5-3: DIVISIONS:**

The Department shall consist of six (6) divisions, each having the following duties:

(A) The Engineering Division shall perform all engineering services, including the design and preparation of all contract drawings and specifications for all public works construction; the supervision and inspection of all such construction; the establishment of all street, alley and sidewalk grades; all city survey operations; and the review of all subdivision plats to determine compliance with applicable standards;

(B) The Water Division shall manage, operate and maintain all public water supply and distribution facilities in accordance with policies established by the Council;

(C) The Sewer Division shall operate and maintain all sanitary and storm sewer facilities owned or controlled by the City, and administer and enforce all ordinances relating to the construction or operation of sewers;

(D) The Street Division shall i) construct and maintain all public streets, highways, alleys, walks, pavements and surfaces, ii) manage and administer street cleaning, street repairs, snow removal and iii) administer and enforce all ordinances relating to the construction and maintenance of public streets, sidewalks, rights of way, easements and all utility and communication lines therein;

(E) The Sanitation Division shall be responsible for the collection and disposal of garbage, rubbish and other wastes.

(F) The Geographic Information Systems (GIS) Division shall be responsible for the administration of the collection, maintenance and distribution of mapping and geographic information including aerial photography, cadastral, electric, water, sewer, storm, sanitation, snow, street, traffic, and related data. (Ord. 3003, 04-23-15)

### **3-5-4: MANAGEMENT OF DIVISIONS:**

Each division set forth above shall be supervised respectively by the City Engineer, the Water Superintendent, the Sewer Superintendent, the Street Superintendent, the Sanitation

Superintendent, and the GIS Coordinator, all of whom shall perform their duties under the direction of the Public Works Director. (Ord. 2249, 10-9-97; Ord. 3003, 4-23-15)

**3-5-5: PUBLIC WORKS DIRECTOR:**

The Department of Public works shall be managed by a Public Works Director, who shall be appointed by the Mayor, subject to confirmation by a vote of at least four (4) members of the Council. The Director may be removed by the Mayor, with or without cause, subject to a confirming vote of at least four (4) members of the Council, or by the Council on its own initiative, upon a unanimous vote of the full Council. (Ord. 3003, 4-23-15)

**3-5-6: DUTIES OF DIRECTOR:**

The Director shall, together with the division heads, prepare and present the annual operating and capital budgets of the several divisions of the Department. The Director shall have full authority to establish technical standards, methods and procedures for the Department and to see that they are properly executed. The Director shall have authority to employ, assign or reassign all personnel within the various divisions and to resolve all disputes between the divisions and resolve conflicting demands for labor and equipment. All public works construction projects approved by the Mayor and Council shall be carried out by the Director according to design and time schedules within allocated budgets. The Director shall formulate and recommend to the Mayor and Council policies and procedures for the planning, design, construction, maintenance, repair and improvement of all public works and places owned or operated by the City, except as otherwise provided in this Code. (Ord. 3003, 4-23-15)

**3-5-7: NO PRIVATE DUTY:**

Nothing in this chapter shall create a private right, duty or obligation of the City in favor of any person, or give rise to any private right of action, on account of any failure by the City or any employee of the Public Works Department to perform the duties prescribed herein. (Ord. 3003, 4-23-15)