

Department of Public Works Manager Responsibilities

- Be familiar with Water/Sewer Ordinances
- Supervise entire DPW operations
- Supervise Emergency situations
- Stay abreast of new regulations
- Serve on City of Niles Wellhead Protection Committee
- In charge of NDPEs operations and reports
- Maintain Daily Miss Dig Positive Response Program
- Responsible for all water reports to the State
- Coordinate Dust control
- Prepare Sewer and Water budgets
- Record over time and vacation/sick days, send vouchers to payroll supervisor
- Order supplies as needed
- Code invoices and turn in for payment