

AN ORDINANCE AMENDING THE DUTIES OF THE PUBLIC WORKS DIRECTOR, ORDINANCE #220:

1-4.0501 POSITION CREATED: The position of Public Works Director is hereby created.

1-4.0502 POWERS AND DUTIES: Power and Duties of the Public Works Director is as follows:

- A. He shall be responsible to the City Council.
- B. He shall supervise all City employees with the exception of those covered in the City Clerk ordinance and those pertaining to police matters.
- C. He shall provide information as needed to the City Council. He shall assist in formulating and advertising for bids.
- D. He shall be responsible for the management, operation, and maintenance of municipal utilities.
- E. He shall submit a budget request to the City Clerk for the annual city budget.
- F. He shall supervise and aid in the construction and maintenance of streets, storm sewers and gutters and sanitary sewers.
- G. He shall be responsible for and aid in garbage and trash disposal according to the rules passed by the City Council.
- H. He shall, whenever ice or snow imperil travel on the city streets, be in charge of removing ice and snow from the streets and shall do whatever necessary and reasonable to make the streets as safe as possible.
- I. He shall submit a written report of activities in all departments each month to the City Council.
- J. He shall keep the council informed as to necessary certifications for operators in the sewer and water departments.
- K. He shall be responsible for the repair and maintenance of all municipal owned real estate and equipment.
- L. He shall be able to call in part time workers as needed from a previously approved list of applicants. He will be in charge of all contractors and part time workers within the public works department.
- M. He shall be allowed to spend up to \$750.00 as previously approved by the City Council for equipment or repairs.
- N. He must keep a written statement of designation of the person in charge of city operations in his absence.
- O. He must live in Iowa and live within 25 miles of City Hall.

1-4.0503 All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Passed by the Council of the City of Buffalo, Iowa, this 02 day of December, 1991.

Approved and signed by the Mayor of Buffalo, Iowa, this 02 day of December, 1991.

Attest: Carol A Bernauer  
Carol A. Bernauer, City Clerk of Buffalo, IA

Signed: Betty O Walters  
Betty O. Walters, Mayor of Buffalo, IA