

CHAPTER 3

PUBLIC WORKS

ARTICLE I. DIRECTOR OF PUBLIC WORKS

Sec. 3-1. GENERAL DUTIES.

The director of public works shall be the head of the department of public works and shall also be the commissioner of streets, water and sewers. He shall provide for the surveys of public streets, water works, sewers, and grounds of the city, and the plans and specifications for the construction, improvement, and repair thereof, and shall keep proper records of all surveys, plans, and specifications. In addition, it shall be the duty of the director to perform such other duties as may be required by the city manager, and to act as a consultant to the City Council and all other boards, committees, commissions, and offices created by authority of the City Charter for which he shall receive no additional compensation.

Sec. 3-2. ACCOUNT OF EXPENDITURES.

The director of public works shall keep detailed accounts of the expenditures of the public works department, which shall show at all times the amount expended under each appropriation for the department of public works.

Sec. 3-3. MONTHLY WORK REPORTS.

The director of public works shall prepare and submit a monthly report to the city manager of all expenditures and work done by each division of the public works department.

Sec. 3-4. ADVICE TO CITY MANAGER.

It shall be the duty of the director of public works to advise the city manager on matters and questions relating to all public works improvements.

Sec. 3-5. PRESERVATION OF RECORDS.

The director of public works shall preserve in the public works office, or in the office of the city clerk, all books, plats, plans, surveys, specifications, notes, memoranda, estimates, and other papers and files required for the use or work of his department, and the same shall be the property of the city.

Sec. 3-6. BRIDGE INSPECTION.

The director of public works shall provide for continuing inspection of all bridges and culverts in the city to insure their repair and adequacy to carry and bear legal load limits and shall prepare once each year and file a written bridge inspection report on each structure with the city manager who shall report the findings to the City Council.

Sec. 3-7. PLOTS AND RECORDS ALL UNDERGROUND CONSTRUCTION.

The director of public works shall establish the proper location for the installation of water or sewer pipes in any street or public place, and shall have the location of said pipes plotted on a map to be kept in the public works office. The subsequent installation of said pipe, or other construction shall be constructed in accordance with the plotted map and as directed by the director of public works. The director of public works shall insure that adequate and accurate plans of underground installations of private utilities are recorded in the records of the city.

Sec. 3-8. STREET SURVEY BEFORE PAVING.

Before paving any street or public way, or part thereof, the director of public works shall have an accurate survey made of said street or public way, or part thereof, if such is not already a matter of record, showing the location of all water pipes, gas pipes, sewer pipes, conduits, culverts, or other sub-surface construction, public or private, and shall have the same plotted on a map to be kept in the public works office.

Sec. 3-9. STREET AND SEWER GRADES.

The director of public works, under the direction of the city manager, shall have established and put on record the grades of all streets, public ways and sewers hereafter laid out, accepted or constructed by the city, before the same are worked or opened for public use; and no pavement shall be placed in any street or public way which has heretofore been accepted or laid out, or part thereof, until the grade thereof has first been so established and put on record by the director.

Sec. 3-10. SURVEY MONUMENTS.

No stone, post or other monument, set by order of the director of public works to mark the location of any street line or grade, or other survey, shall be moved or disturbed except by or under the direction of the director.

Sec. 3-11. CITY FURNISHES NECESSARY EQUIPMENT.

The city shall furnish to the director of public works all necessary instruments, materials and labor for performing the work of his department.

Sec's. 3-12 to 3-199. Reserved.

Enacted December 13, 1972. (Article I, Director of Public Works, and Article II, City Engineer, rewritten into Article I, Director of Public Works.)