

DIRECTOR OF PUBLIC WORKS
Classification Code: 390

Department: Public Works
Union: Non-Union
Classification: Exempt

GENERAL STATEMENT OF DUTIES:

Supervisory department head position overseeing the Department of Public Works (DPW) performing administrative work involving responsibility for all public works operations which includes but is not limited to general street maintenance, parks, water and sewer. Participates in, directs and coordinates the work activities of the department. Performs related work as required.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager. Employee exercises considerable independent initiative a judgment in all areas of responsibility.

SUPERVISION EXERCISED:

Supervision is exercised over departmental personnel, including full and part-time and regular and seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES (An employee in this class may be called upon to do any or all of the following; these examples DO NOT include ALL of the tasks which the employee may be expected to perform.)

- Initiates, directs and coordinates projects and daily work programs of the Public Works Department including water, sewers, streets, sanitation, parks and boulevards.
- Responsible for all annual budgets related to Public Works activities.
- Provides leadership and motivation to all subordinates, promoting unity and a positive working relationships between all department personnel and other City officials and employees, as well as other State, County and local officials.
- Ensures compliance with federal regulations, City ordinances/policies, State statutes and environmental regulations to secure the safe and efficient operation of the department.
- Directs the planning and conduct of adequate training for DPW personnel and evaluates the performance of departmental employees.
- Oversees the purchase of supplies and equipment utilized by the DPW and controls expenditures within authorized limits.
- Directs the maintenance of snow and ice control on State highways within the City in accordance with contract terms.

- Coordinates Public Works Department activities with the City's engineering consultant in matters relative to public improvements, construction and repair projects. Make recommendations for public improvements to the City Manager and the City's engineering consultant.
- Performs standardized tests, takes samples, and regulates conditions in water distribution and sanitary sewer operations. Oversees the repair of equipment, lift stations, water and sewer mains, and the maintenance of buildings and grounds as directed.
- Prepares and reviews correspondence, records and reports timely.
- Directs the maintenance of City-owned parking lots.
- Reviews and processes complaints to departments and divisions for investigation, correction and report.
- Represents the City Manager on various committees and at various meetings as directed.
- Supervises and reviews legislation and ordinances relative to the areas of responsibility involved, and prepares preliminary studies, reports and recommendations for the City Manager.
- Acts as the street administrator for funds received by the City from the State and County.
- Continuously reviews programs of Public Works activities and makes recommendations to City Manager for improvements, alterations and other changes.
- Safeguards the confidentiality of City administration by exercising discretion in communicating information to residents, property owners, officials, administrators, staff, consultants and the general public, and handling departmental records and files, personnel actions, performance evaluations, merit, promotion and tenure decisions and similar confidential materials.
- Performs other reasonably related manual labor and administrative functions as required to preserve the integrity of Public Works structures, facilities and projects, to foster good public relations, or as assigned by the City Manager.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles, techniques, equipment, machines, materials, safety precautions and operating practices of municipal public works operations.
- Thorough knowledge of the mechanical and physical processes involved in the delivery of potable water to residents.
- Thorough knowledge of the basic principles and practices of mechanical and electrical devices and ability to repair such devices.
- Thorough knowledge of safety hazards and applicable safety precautions.
- Considerable knowledge of administration and budgetary methods and procedures.
- Good knowledge of employment and personnel laws, practices and procedures.
- Good knowledge of human relation techniques, using tact, patience and courtesy.
- Knowledge and skill in the use of various public works tools and equipment, including but not limited to heavy and light trucks, tractors, end-loaders, snow blowers/plowers, wood chippers, electric and gas powered tools, pumps, chain

saws, weed eaters, lawn mowers, drills, saws, general shop equipment and other associated equipment used in the public works structures, facilities and projects, as well as hand tools such as shovels, hammers, picks, etc.

- Working skill in the use of the following tools and equipment: Tape measure, pen/pencil, computer (and related software and hardware applications), electronic mail, calculator, phone, voicemail, fax machine, copy machine, digital camera, document scanner, computerized systems, and the ability to master new technologies.
- Skill in the inspection and maintenance of mechanical equipment, pumps, mains, and related facilities, as well as street and roadway surfaces.
- Skill in maintaining and updating records, documents and computer files.
- Ability to supervise and coordinate the activities of a department of public works.
- Ability to read, understand and apply public works manuals, techniques and policies.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working, communicative relationships and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, City administrators and officials, other staff and the general public.
- Ability to critically assess situations, prioritize multiple tasks, maintain attention to detail, solve problems and work efficiently under stress, in emergency situations, within deadlines and changing work priorities.
- Ability to perform in heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand, follow and implement oral instructions, work orders, established maintenance and service schedules, blueprints, sketches, and rough notes.

QUALIFICATIONS NECESSARY FOR CONSIDERATION

Education and Experience:

- A) Graduation for a college or university of a recognized standing with a degree in civil engineering, forestry, landscape architecture, public administration or related field.
- B) Four (4) years of experience is required in public works activities at the supervisory level; five (5) to seven (7) years of experience in preferred.
- C) Experience may be substituted for required college degree on the basis of two (2) years of experience for one (1) year of college, in addition to four (4) years of supervisory experience.

SPECIAL REQUIREMENTS

- D) Must possess and maintain certification for waterworks operator's licenses at levels as prescribed by the City; MDEQ water distribution S-1 certification is preferred.

E) Must possess a valid Michigan driver's license and maintain a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is regularly required to stand, walk and drive a vehicle. The employee is occasionally required to climb, balance, stoop, kneel, crouch, bend, crawl, and smell.

The employee must occasionally lift, drag, carry, or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck regularly, extend arms overhead regularly, and turn completely around from fixed stance.

WORK ENVIRONMENT

Work is regularly performed in a business office setting and is occasionally exposed to a variety of wet, cold, hot and/or humid outside weather conditions, moving mechanical parts, active building/construction sites, toxic or caustic chemicals, fumes or airborne particles, and vibration. The employee occasionally works in high, precarious places or confined spaces, and near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet to moderate and can occasionally be loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Updated: 9/24/2012