

# CITY OF EAST TAWAS JOB DESCRIPTION

## DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS

**Supervised by:** City Manager

**Supervises:** All employees of the Public Works Department

### **Position Summary:**

Under the general supervision of the City Manager, oversees and directs all aspects of the City's Public Works operations. Functions as a working superintendent, performing both skilled and semi-skilled work tasks. Areas of responsibility include the upkeep and maintenance of local and major streets, sanitary sewer and water main distribution systems, motor vehicle pool and buildings and grounds.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with identified needs, City directives and legal requirements.
2. Performs and oversees work performed within the Department of Public Works. Performs a full range of skilled and semi-skilled work tasks and supervises workers. Manages the workforce, evaluates performance, and oversees training and professional development of personnel. Takes disciplinary action according to established procedures.
3. Assists in developing and administering the annual Department operating and capital budgets. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Recommends purchases for motor vehicle pool equipment, supplies and all other departmental needs.
4. Inspects and evaluates City infrastructure to determine maintenance and capital improvement needs. Recommends and reviews proposed improvements, and coordinates funding and infrastructure repairs with City officials, community groups and other governmental agencies. Maintains inventory of capital assets.
5. Reviews project bids and makes recommendations to the City Manager. Oversees contracted projects to ensure adherence to project specifications, costs and timelines as well as proper compliance with Local, State, and Federal laws. Monitors projects through all phases assuring conformance to plans, specifications, timetables, quality levels, and cost

estimates.

6. Provides data and advice to the City Manager, City Council and other City departments. Researches engineering and regulatory issues, prepares summaries and presents findings.
7. Provides accurate information to citizens about public works issues and communicates City policies. Coordinates and furnishes equipment for various events throughout the City. Communicates with event sponsors and participants to insure facilities are adequate.
8. Attends staff and other applicable meetings including City Council and special advisory group or commission meetings. Maintains a variety of records related to Department operations.
9. Keeps abreast of public works developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, trainings and seminars as appropriate.
10. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate degree with coursework in civil engineering, or a related field – or a proportionate amount of training and experience as determined by the City.
- Seven years experience in public works activities, including supervisory and administrative responsibilities.
- A Commercial Operator’s license from the State of Michigan with appropriate designations.
- Understanding of water distribution/sewer collection, storm water management systems and soil erosion control.
- Understanding of engineering principles and practices, investigation, design and construction of public works projects and plan/design review.
- Knowledge of municipal public service operations and associated regulatory requirements.
- Knowledge of motor vehicle pool management and equipment specifications.
- Knowledge of Act 51 and MDOT standards, specifications and record keeping.

- Skill in interpreting and applying municipal codes and ordinances.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to critically assess situations and problem solve as well as work effectively under stress, within deadlines, and changes in work priorities.
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies on a 24-hour basis.
- Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to travel to various locations within the City. The employee is occasionally required to view and take measurements at varying heights and on different types of terrain. The employee may occasionally lift and/or move items of moderate to heavy weight. The employee is frequently required to review and create written documents and drawings, process paperwork and utilize a computer.

While performing the duties of this job, the employee regularly works in a business office setting as well as indoor and outdoor locations throughout the City. The employee is occasionally to frequently exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet to moderate and may be loud in field situations.