

**VILLAGE OF SPRING LAKE / SPRING LAKE TOWNSHIP
JOB DESCRIPTION**

PUBLIC WORKS DIRECTOR

Supervised By: Village Manager & Township Manager
Supervises: All employees of the Village and Township Public Works department

Position Summary:

Under the general supervision of the Village Manager and Township Manager, oversees and directs all aspects of the Village and Township Public Works department including water distribution and sewer collection systems, parks, buildings and facilities, streets, sidewalks, equipment, and fleet. Provides technical expertise and professional engineering services for a wide range of City projects. Responsible for overall administration, budgeting, personnel management, and policies and procedures development.

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 both Village and Township public works operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends, and implements policies, procedures, short and long-term goals and objectives, and internal controls in accordance with department needs, Village and Township directives, contractual obligations, and legal requirements.
2. Recruits and recommends the hiring of department employees directly or through subordinate personnel. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Oversees the development and administration of the departmental budget for both the Village and Township. Assesses capital needs and recommends capital improvements and equipment acquisition. Monitors the budgets throughout the year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Negotiates and secures contract and researches and administers grant funded opportunities.
4. Inspects and evaluates City infrastructure to determine maintenance and capital improvement needs. Proactively researches and recommends short-term and long-range solutions to potential infrastructure issues. Recommends and reviews proposed improvements, and coordinates funding and infrastructure repairs with City officials, community groups and other governmental agencies.
5. Ensures department compliance with all regulatory requirements directly or through subordinate staff, including storm water management, cross-connection, and utility systems operations. Completes site reviews, maintains records and permits, and prepares reports.
6. Prepares project bid specifications, reviews bids, and makes recommendations to the Village and/or Township. Oversees contracted projects to ensure adherence to project specifications, costs, and timelines.

7. Develops and/or assists engineering consultants in the development of project drawings, specifications, and construction projects. Maintains maps and other documents indicating the location, composition and size of roadways, underground utilities, and other pertinent data. Monitors projects through all phases assuring conformance to plans, specifications, timetables, quality levels, and cost estimates.
8. Provides technical reviews and advice to the Village Manager, Township Manager, corresponding councils and boards, neighboring communities, and other related groups. Researches engineering and regulatory issues, prepares summaries and presents findings.
9. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State and other funding agencies.
10. Maintains safety standards, assures adequate safety training and compliance, investigates accidents, and administers other safety requirements to reduce liability.
11. Serves as Street Administrator, coordinating federal aid projects and coordinates with other municipalities, jurisdictions, MPO, regional transportation groups, and related interests. Serves on regional committees and other bodies as assigned.
12. Serves as the spokesperson for the Village and Township public works departments and acts in a public relations capacity with various organizations and the public. Responds to public inquiries, investigates complaints, and takes corrective action as appropriate.
13. Establishes and maintains effective relationships with residents, community groups, utility authorities, employees, consultants, vendors, and other interests. Coordinates activities and operations with external entities and represents the Village and Township's interests to external groups as assigned.
14. Attends meetings, performs research, submits reports, and recommends policies and programs. Researches questions dealing with current and long-range issues.
15. Conducts research, compiles information, and prepares status and special reports. Coordinates activities and operations with other departments, attends Village Council and Township Board meetings, and makes presentations as requested.
16. Keeps abreast of modern developments and evolving issues in public services through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
17. Performs other 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.

- A bachelor's degree in civil engineering, construction management, business, or related field is required.

- Seven or more years of progressively more responsible experience in public works or municipal project engineering, including at least five years of supervisory responsibility.
- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan DEQ S-1 certification is required. State of Michigan professional engineering license desirable.
- Thorough knowledge of management techniques involved in operations planning, personnel administration, capital planning, budget, contract and grant administration.
- Thorough knowledge of public works operations, policies, procedures, and associated regulatory requirements.
- Considerable knowledge of safety regulations and procedures utilized in public works operations.
- Knowledge of the tools, materials and equipment used in the construction, repair, and maintenance of public infrastructure including utility systems, buildings and facilities.
- Skill in compiling and evaluating complex public works projects, engineering guidelines and formulating policy, standards, and service recommendations.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Skill in the use of office equipment and technology, including computers, GIS/mapping and other related software, and the ability to master new technologies.
- Skill in effectively communicating ideas and concepts orally and in writing, including making formal presentations.
- Skill in assembling and analyzing information, and in preparing and presenting comprehensive and accurate reports.
- Ability to effectively lead and motivate others and train, supervise, and evaluate their work.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in emergencies or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

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.

This position primarily works in an office setting, working on the computer or phone, or attending meetings outside the office. This position is in the field daily inspecting work sites and projects, including during emergencies and extreme weather conditions.

Several times a year this position is required to complete light to very heavy manual labor in an outdoor setting for most of each work day which includes considerable physical exertion for extended periods of time, sometimes in extreme weather conditions, such as snow plowing or water main break repairs. This position also regularly spends time in a vehicle and working on or near light and heavy equipment which can be loud and extremely dangerous. This position may be exposed to dangerous machinery and equipment, dangerous worksites that include fumes, exhaust, hazardous materials, chemicals, and caustic substances, and active construction sites that can include confined work spaces, exposure to moving traffic, or extreme heights. This position is occasionally required to work in these types of extreme and hazardous conditions with significant risk of injury. An employee in this position must have the strength, stamina, and physical abilities to work under these conditions.

This position is required to work beyond a normal work week, and may be required to work a non-traditional schedule that includes nights, weekends and/or holidays. This position is expected to be available on an on-call basis and must respond to emergencies that occur outside of normal business hours.