



City of the Village of Douglas

Job Description

Department of Public Works Director

Position Summary: The Department of Public Works Director is a department head position in the City organization, and receives supervision, evaluation, and direction from the City Manager. The individual assigned to this position leads assigned personnel and oversees areas of responsibility related, but not limited to, the daily operations and long range projects related to the Department of Public Works, streets, storm water management, parks maintenance, equipment, fleet, facilities, grounds, rights-of-way, trees in public parks, and infrastructure. Works closely with municipal administrative officers to develop capital budgets, policies, procedures, training, supervision, and evaluation of assigned personnel. The Director of Public Works is a customer focused individual who works collaboratively to respond to the needs of the community.

Supervises: Oversees assigned personnel and works closely with contractors and vendors assisting on matters such as: facilities maintenance, snow removal, buoy maintenance, equipment repair and maintenance, storm sewer maintenance, utility contractors, bulk waste collection, and others.

Essential Job Functions: An employee in this position will be required to do any or all, but not limited to, the following essential job function examples. To perform this job successfully, an individual must be able to perform the functions competently. The essential jobs functions include:

1. Plans, organizes, directs, and coordinates, in general, all aspects of departmental operations, including policies, recordkeeping, community relations, infrastructure and equipment maintenance, personnel, budgeting, capital needs assessment, and related activities. Makes recommendations related to department operations.
2. Supervises the repair and maintenance of City infrastructure, parks, rights-of-way, parking lots, and sidewalks, such as sweeping, snow removal, construction, repair and cleaning of storm sewers and catch basins, bulk waste / brush / leaf collection and disposal.
3. Conducts visual inspections throughout the City for potential hazards and liabilities, addresses concerns or makes recommendations for the repair or correction of the deficiency.
4. Directs assigned personnel performing manual and semi-skilled labor. Operates hand tools, power tools and equipment, drives vehicles, and works with field crew as needed.
5. Participates in preparing and administering the annual department budget. Makes recommendations for capital purchases. Prepares specification documents for the purchase and maintenance of street, equipment, facilities, grounds, and vehicles.
6. Reviews and recommends for approval all department expenditures per the City's purchasing policy guidelines.

7. Develops, implements, and enforces City and department policies and procedures in accordance with City, State, and Federal regulations, and periodically reviews department policies, safety plans, and operation procedures and recommends improvements.
8. Within the limits of delegated authority, participates in interviews to evaluate candidates for positions, recruits personnel, schedules work assignments, conducts performance reviews, recommends promotions, provides training and professional development, safety, and discipline and corrective action for department personnel according to established procedures.
9. Reviews and approves department personnel timesheets.
10. Prepares and reviews operational and administrative reports.
11. Responds to inquiries and resolves concerns and complaints.
12. Maintains cooperative relations and coordinates department activities with other departments, the City Engineer, Road Commission, special event organizers, and the Downtown Development Authority.
13. Aligns department objectives with the five-year road plan, recreation master plan, community master plan, equipment plan, facility master plan, and others.
14. Ability to prepare written specifications and oversee development and completion of contracted work and projects assigned to the department. Make recommendations for contracting specific public services.
15. Reviews and approves permit applications related to the department.
16. Attends meetings and/or serves on committees, commissions, boards, and authorities related to department issues and concerns.
17. Through the City Manager, acts as department spokesperson, establishing and maintaining effective relationships with citizens, news media, community groups, City officials, employees, and other interests.
18. Keeps abreast of policies, new administrative techniques, and current issues through continued education and professional growth by attending conferences, workshops, and seminars as budgeted and appropriate.
19. Works with the City Manager, to develop proactive community relation programs and strategies, and identifies and addresses community priorities and concerns.
20. Performs other related duties as assigned by the City Manager.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

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

The requirements listed below are representative of the minimum education, skills, abilities, qualifications, and experience necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The qualifications should not be viewed as all-inclusive or expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection and promotional criteria.

Education requirements include the following:

- An Associate degree in Public Administration, skilled trades, or closely related field from an accredited college, university, or trade school. May consider substituting experience for degree / course work requirements.
- Member of the American Public Works Association preferred.

Experience requirements include the following:

- Five or more years of progressively responsible municipal or other relevant experience, including both supervisory and administrative duties.
- Experience with electrical, plumbing, carpentry, landscaping, paving, and drainage construction and repair.
- Methods, materials, and equipment used in the maintenance, repair, operation, and construction of various public works projects, including facilities, streets, parks, storm sewers and drains.
- Professional public management techniques including budget management, personnel administration, labor relations, and department operations.
- State and Federal laws, local ordinances, safety, and other regulations governing department administration.
- Operating vehicles and trucks, hand tools, power tools, and large and small equipment operation and maintenance.
- Interpreting construction plans and specifications, conducting research, analyzing problems, presenting recommendations, and implementing appropriate action.
- Diplomacy dealing with contentious and confrontational situations.
- Efficiently using a computer, create reports, and make presentations in a public setting.
- Supervising and maintaining discipline, plan, assign, and review the work of employees who may be performing varied functions in standard and emergency situations.
- Establishing effective working relationships and use good judgement, take initiative and be resourceful when dealing with the media, the public, other employees, and governmental units.
- Effectively communicating with and establishing effective working relationships with assigned staff, co-workers, public officials, the City Manager, State and Federal authorities, and citizens.
- Understanding and following directions, coordinating multiple tasks, having attention for detail, and carrying out assigned projects to their completion and completing tasks set forth in this job description.

Other General Requirements:

- Must hold a State of Michigan Vehicle Operator's License with a CDL Class B with air brake endorsement.
- Computer skills including Microsoft products, BS&A, and work order. Knowledge of GIS data mapping, data collection principles and practices is preferred.
- Required to attend meetings at times other than regular business hours, and training sessions, to remain current with job requirements, regulations, etc.

Physical Demands and Work Environment:

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

While performing the duties of the job, the employee’s environment can range from an office setting to extremely dangerous outside conditions. Physical demands, therefore, range from sitting in an office or vehicle to potential physical exertion associated with being a laborer.

- Ability to access and input information into a computer.
- Ability to lift and transport equipment weighing 45 pounds.
- Ability to climb ladders.
- Ability to sit, talk, hear, stand, and walk for extended periods of time.
- Ability to use manual dexterity to type or write; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop kneel, crouch, or crawl; taste or smell.
- Ability to visually review written documents and illustrations; color vision; peripheral vision; depth perception and ability to adjust focus.
- Possession of the necessary physical capabilities to safely perform duties.
- Ability to maneuver rough terrain, work with arms extended above head for long periods of time and work in a biological atmosphere, confined space or close quarters.
- Ability to remain outdoors in the field for extended periods of time.

Working Conditions:

- Works in strenuous physical conditions to include extreme cold or heat, inclement weather and night conditions for periods in excess of 8 hours.
- Exposure to material and equipment that requires specific and detailed safety use to prevent physical injury to self and others as provided in safety rules and regulations.
- The noise level is usually moderate to loud, ranging from quiet to moderate in the office to potentially loud and volatile situations.
- Exposure to high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, explosives, risk of radiation, and vibration.

Approved:



Rich LaBombard
City Manager

1-24-23

Date