



PUBLIC WORKS DIRECTOR

NATURE OF WORK

The position performs highly responsible administrative and engineering work in directing all activities of the Public Works Department. Work involves planning, organizing, and directing the activities of the several divisions comprising the Department of Public Works. These divisions include Engineering, Water and Sewer, Streets and Drainage, Solid Waste, Planning and Zoning, and Building and Grounds. Work includes responsibility for determining major departmental policies, for planning long-term programs, and for making difficult administrative and professional decisions. Considerable operational authority is delegated to subordinates, and the major emphasis is on overall administration. Supervision is exercised directly or through subordinate supervisors in each division. Work is performed under the general direction of the City Administrator and is reviewed through conferences and reports.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Manage the Divisions within the Department of Public Works.
2. Supervise the City Engineer and assist with the design, plans and specifications, estimates of costs and inspection of construction for sidewalks, street improvements, pavements, sewers, water mains and the water distribution system.
3. Supervise the City Planner and Zoning Administrator and assist with site plan review and zoning amendments.
4. Oversee the projects of the Public Works Department including water, streets, sanitation and engineering.
5. Prepare and recommend annual department budget to the City Administrator.

6. Arrange for contracts and specifications for the various projects undertaken by the City, and supervise, approve and recommend payments to various private contractors.
7. Manage the maintenance of system of records showing the location of all streets, street improvements, sewers, the water distribution system and its appurtenances, sidewalks and other improvements to the publicly owned property.
8. Contact the public on engineering matters and construction projects as required.
9. Recommend changes the Zoning Ordinance and review subdivision plats as they relate to public facilities or services.
10. Prepare and review correspondence, records, and reports.
11. Participate in the selection of materials and equipment used by the Department of Public Works.
12. Attend City Council and other public meetings in order to clarify and explain departmental programs and activities.
13. Communicate and consult with local, state, or federal government agencies and officials.
14. Coordinate the activities of the Public Works Department with other City departments.
15. Serves as the City representative on the Water Authority Board and Wastewater Management Committee.
16. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Thorough knowledge of the principles and practices of professional civil engineering, particularly as related to municipal public works and engineering activities.

Thorough knowledge of construction methods, materials and equipment particularly as related to streets, sewer systems, municipal water and other public works construction and maintenance activities.

Ability to plan, supervise, inspect and participate in a wide variety of engineering, planning, and maintenance activities.

Ability to develop plans and programs and to make decisions on matters of policy and complex engineering problems.

Ability to work effectively with the public and other employees.

Ability to work effectively with stress and the ability to meet deadlines.

Graduation from college or university of recognized standing with a Bachelor's Degree in Civil Engineering, Public Administration, or equivalent.

Certification as a Professional Engineer (PE) in the State of Michigan preferred.

Five years of progressively responsible experience in civil engineering or public works administration.

A valid driver's license.

Approval:

 4-1-2020
Personnel Director Date

 4/2/20
City Administrator Date

 4/6/20
Mayor Date

Norton Shores, MI
March 2020