

Director of Public Works (Leadman)

JOB DESCRIPTION AND QUALIFICATIONS

RESPONSIBILITIES: Directly supervise, coordinate and schedule all municipal public works activities and employees in the operation and maintenance of utilities, streets, parks and recreation, and building maintenance. Work with City Manager to provide employee reviews and any necessary corrective action for DPW staff. Aid in planning and overseeing construction projects and equipment purchases. Provide water plant operation assistance as necessary. Operate all heavy equipment as necessary. Interact with regulatory agencies. Attend meetings as necessary or as directed.

QUALIFICATIONS:

- Current State of Michigan D3 Water Plant Operation Certificate or the ability to get one within 2 years of hire.
- Current State of Michigan S3 Water Distribution System Maintenance Certificate or the ability to get one within 2 years of hire.
- Current CDL
- Previous supervisory experience required; preferably construction industry; proven ability to successfully manage multi-task work force
- Strong working knowledge of all facets of street and infrastructure construction and maintenance
- Strong working knowledge of operation and maintenance of all City equipment
- Strong working knowledge of the construction bidding process and possess the ability to aid in this process
- Proven ability to successfully plan and implement both major and minor projects
- Must possess strong communication skills
- Ability to provide quality written and verbal reports as requested
- Ability to work with the public
- Leadership and team building skills manifested by ability to articulate clear goals and objectives within a positive results-oriented environment
- Ability to use computer software such as ArcGIS and Microsoft Office