

Deputy DPW Director
Department of Public Works

Description: Assists in the oversight of the Department of Public Works (DPW) including, but not limited to, street maintenance, parks, water and sewer. Participates in, directs and coordinates the work activities of the department. Focuses on departmental operations, facilities maintenance and energy and environmental sustainability. Performs related work as required.

Duties:

- Assists with managing the day-to-day DPW operations including, storm sewers, streets, sanitation, parks and landfill.
- Assists with the preparation and administration of the Department's three (3) year budget.
- Provides leadership and motivation to all subordinates and promotes unity and positive working relationships between all department personnel and other City officials and employees, as well as other State, County and local officials.
- Supervises DPW staff, including assigning work tasks and administering discipline as needed.
- Assists with ensuring compliance with federal regulations, City ordinances/policies, State statutes and environmental regulations to secure the safe and efficient operation of the department.
- Coordinates training for DPW personnel and evaluates the performance of departmental employees.
- Coordinates the purchase of supplies and equipment utilized by the DPW and controls expenditures within authorized limits.
- Assists with coordinating Public Works Department activities with the City's engineering consultant in matters relative to public improvements, construction and repair projects. Make recommendations for public improvements to the City Manager and the City's engineering consultant.
- Oversees energy and environmental sustainability initiatives for the City and represents the Department at related meetings and functions.
- Manages the City's facilities and directs the work of the DPW staff as necessary in the maintenance and repair of city-owned buildings and properties.
- Evaluates status of departmental equipment and schedules needed repairs or replacement.
- Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.
- Prepares and reviews correspondence, records and reports timely.
- Directs the maintenance of City-owned parking lots.
- Reviews and processes complaints to departments and divisions for investigation, correction and report.
- Represents the Department Head/DPW Director on various committees and at various meetings as directed.
- Supervises and reviews legislation and ordinances relative to the areas of responsibility involved, and prepares preliminary studies, reports and recommendations for the DPW Director.
- Continuously reviews programs of Public Works activities and makes recommendations to DPW Director for improvements, alterations and other changes.
- Safeguards the confidentiality of City administration by exercising discretion in communicating information to residents, property owners, officials, administrators, staff, consultants and the general public, and handling departmental records and files, personnel actions, performance evaluations, merit, promotion and tenure decisions and similar confidential materials.

- Performs other reasonably related manual labor and administrative functions as assigned to preserve the integrity of Public Works structures, facilities and projects, to foster good public relations, or as assigned by the DPW Director.

Qualifications: NECESSARY FOR CONSIDERATION

Education and Experience:

- A) Graduation for a college or university of a recognized standing with a degree in civil engineering, forestry, public administration or 10 years of supervisory Public Works experience.
- B) Five (5) years of experience in public works activities and at least three (3) years of experience at the supervisory level is required.
- C) Experience may be substituted for college degree on the basis of two (2) years of experience for one (1) year of college, in addition to the required two (2) years of supervisory experience.

SPECIAL REQUIREMENTS

- D) Must possess a valid Michigan driver's license and maintain a good driving record.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles, techniques, equipment, machines, materials, safety precautions and operating practices of municipal public works operations.
- Thorough knowledge of the basic principles and practices of mechanical and electrical devices and ability to repair such devices.
- Thorough knowledge of safety hazards and applicable safety precautions.
- Knowledge of administration and budgetary methods and procedures.
- Knowledge of human relation techniques, using tact, patience and courtesy.
- Considerable knowledge and skill in the use of various public works tools and equipment, including but not limited to heavy and light trucks, tractors, end-loaders, snow blowers/plows, wood chippers, electric and gas powered tools, pumps, chain saws, weed eaters, lawn mowers, drills, saws, general shop equipment and other associated equipment used in the public works structures, facilities and projects, as well as hand tools such as shovels, hammers, picks, etc.
- Working skill in the use of the following tools and equipment: Tape measure, pen/pencil, computer (and related software and hardware applications), electronic mail, calculator, phone, voicemail, fax machine, copy machine, digital camera, document scanner, computerized systems, and the ability to master new technologies.
- Skill in the inspection and maintenance of mechanical equipment, pumps, drains, and related facilities, as well as street and roadway surfaces.
- Skill in maintaining and updating records, documents and computer files.
- Ability to supervise and coordinate the activities of a department of public works.
- Ability to read, understand and apply public works manuals, techniques and policies.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working, communicative relationships and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, City administrators and officials, other staff and the general public.
- Ability to critically assess situations, prioritize multiple tasks, maintain attention to detail, solve problems and work efficiently under stress, in emergency situations, within deadlines and changing work priorities.

- Willingness and ability to perform in heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand, follow and implement oral instructions, work orders, established maintenance and service schedules, blueprints, sketches, and rough notes.