

## **POSITION DESCRIPTION:**

### **DIRECTOR OF PUBLIC WORKS**

#### **POSITION SUMMARY**

The Director of Public Works is responsible for the planning, organization and direction of the day-to-day activities of the public works of the Village of Bellaire. Said activities relate primarily to village streets, water and sewer collection and treatment, waste water collection and treatment, cemetery maintenance, vehicle maintenance, and public parks. This position is classified under the Fair Labor Standards Act (FLSA) as an executive, salaried position and as such is exempt from overtime pay.

#### **SUPERVISION RECEIVED**

The Director of Public Works works in conjunction with other department heads in the Village under the direction of the Village Council and will report to the Village Council on a regular basis.

#### **RESPONSIBILITIES AND ESSENTIAL DUTIES**

The Director of Public Works will perform the following services:

1. Plan and supervise public work projects such as the repair and maintenance of streets, village facilities, water and sewage systems, village vehicles and mechanical equipment.
2. Monitor work performance of subordinate employees and oversee the administration of the construction contracts, to assure compliance with the bid specifications through on-site inspections.
3. Provide training plans as needed for employees and schedule required schooling to meet Department of Public Works standards.
4. Assist in the development and implementation of public building improvements plans.
5. Establish departmental priorities and objectives for long term planning and day to day scheduling.
6. Develop internal policies and procedures.
7. Issue monthly reports to the Village Council regarding the status of project undertaken or completed during the prior month, and advise them on matters relating to employee discipline, training, implementation of new technologies, planning concerns, and other matters relating to the welfare of the department and village infrastructure.

8. Prepare an annual budget request for all public works activities in conjunction with the Village Administration and Personnel Committee and monitor the expenditures under the budgets approved by the Village Council.
9. Make recommendations and prepare cost estimates for the purchase of vehicles, equipment, and new technologies.
10. Maintain discipline within the department, recommend hiring quotas, develop and implement departmental work standards, training procedures and safety practices for the different positions under the Public Works department.
11. Represent the Department of Public Works to the Village Council, the general public and federal, state and local agencies.
12. Respond to customer inquiries pertaining to services offered by the Department of Public Works.
13. Prepare specifications, bid, supervise, and monitor/inspect construction and improvement projects.
14. Interview prospective Department of Public Works employees. While the Village Council reserves the right to make the final decision concerning hiring employees within the Department of Public Works, the Director's suggestions and recommendations as to the hiring decision will be given particular weight of the Village Council.
15. Serve as Streets and Sidewalks Supervisor in accordance with the Chapter 101 of the Code of the Village of Bellaire.
16. Serve as the Cemetery Sexton in accordance with Chapter 29 of the Code of the Village of Bellaire.
17. Oversee the operations of the Village water and waste water treatment systems.
18. Perform other duties relating to public works as may arise from time to time as may be assigned by the Village Council.

### **QUALIFICATIONS FOR EMPLOYMENT**

The individual awarded the position of Director of Public Works should have the equivalent of the following knowledge, training, and experience:

1. High school diploma or equivalent; Associate's degree in environmental science or related field preferred; or progressively more responsible equivalent experience and/or training in a municipal wastewater treatment facility.

2. Extensive knowledge of the principals, standards, and techniques related to municipal public works management to assure professional, legal, sound and cost effective departmental operations.
3. Knowledge of state and federal law and agency regulations, village codes and ordinances relating to village operations.
4. Previous experience complying with Act 51 Transportation Funding requirements.
5. Previous experience managing a work environment to ensure compliance with Occupational Safety & Health Administration (OSHA) and Michigan Occupational Safety & Health Administration (MIOSHA) standards.
6. Knowledge of the methods, materials and equipment used in the maintenance and repair of various types of vehicles, equipment and machinery needed for operations.
7. Working knowledge of municipal sewer and water systems control and maintenance.
8. Must hold either a Michigan water license or Class C Waste Water Treatment License.
9. The ability to communicate verbally and in writing. The ability to see, hear and speak effectively without limitation. Must possess good vision and physical mobility.
10. The ability to work cooperatively with the Village Council, fellow employees, the public and private contractors.
11. The ability to interpret blueprints and the ability to bid out and maintain specifications of projects and communicate the details of such to layman.
12. Must possess a current Michigan Commercial Driver's License.

### **TOOLS AND EQUIPMENT USED**

The Director of Public Works must be able to operate all equipment within his/her department and motor vehicles within the department fleet. Additionally he/she must be able to use office equipment and personal computer.

### **PHYSICAL DEMANDS**

This is a highly physical position that often requires lifting, standing, twisting and pulling. These physical demands must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

## **WORK ENVIRONMENT**

This position requires considerable outdoor work and some office work. Work is conducted on or near heavy equipment. Must be able to frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move more than seventy-five (75) pounds. Noise level is generally loud. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This job classification has some occupational exposure. Some procedures or occupation related tasks that involve exposure or the potential for exposure to blood or other potential infectious material or involve a potential for spills or splashes of blood or other potentially infectious material. This includes some procedures or tasks conducted in non-routine situations as a condition of employment.

## **SELECTION GUIDELINES**

Formal application; education/certification and experience; oral interview and reference check.

## **CONDITIONS**

The duties listed above are intended only as illustrations of the various types of work that will be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I have read and accept the above job description. I have discussed it with my immediate supervisor.

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Employee

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Date

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Supervisor

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Date

Approved: July 3, 2018