

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

PUBLIC WORKS DIRECTOR

Supervised By: City Manager
Supervises: Employees of the Public Works Department
FLSA: Exempt

Position Summary:

Under the general direction of the City Manager, is responsible for the overall management of Public Works operations and personnel, which encompass engineering, streets, water treatment and distribution and wastewater collection, facilities maintenance, Harbor Island, motor pool, cemetery and parks. Assesses and directs departmental operations, prepares budgets, oversees contract engineers and consultants, and participates in City infrastructure planning.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and directs the activities of the Public Works Department in accordance with community needs. Oversees a myriad of operational areas including parks, water, wastewater, cemetery, traffic, streets, buildings, maintenance, Harbor Island and motor pool.
2. Develops implements and enforces departmental policies and procedures.
3. Assesses Department operations, staffing levels, facilities and equipment. Analyzes capital needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
4. Oversees the coordination of engineering operations required for the City. Completes project designs, develops specifications and cost estimates, and conducts site inspections. Provides oversight for contracted Public Works projects, services and purchases. Administers the bid process, makes recommendations for selection, participates in negotiations, and ensures compliance with project specifications, schedule and standards for quality. Completes other engineering functions as necessary.
5. Oversees the preparation and maintenance of a comprehensive system for recording and accessing accurate infrastructure maps showing all streets, street improvements, sewers, water distribution systems, sidewalks, and other improvements to publicly owned property.
6. Participates as a member of the City's Planning and Development Team and is responsible for an engineering review of each site plan as requested. Prepares or directs the preparation of agendas, minutes, reports and resolutions for the North Ottawa Water System. Attends other meetings as necessary.
7. Directs the recruitment and hire of department personnel. Assigns work, supervises

personnel, evaluates performance and oversees professional development. Takes disciplinary action according to established procedures.

8. Acts as department spokesperson, establishing and maintaining effective relationships, with citizens, community groups, City officials, other employees, and other interests. Responds to public inquiries, investigates complaints, and assists the public as needed.
9. Responds to Public Works emergencies utilizing and maintaining well-defined procedures.
10. Ensure all reviews are completed on time for DPW personnel.
11. Approves utility & right of way permits.
12. Researches grants and alternative funding mechanisms. Writes grant proposals and administers grants.
13. Prepares a variety of reports pertaining to finance, operations, activities and other issues for submission to City administration, City Council, DDA, BRA or other agencies.
14. Attends council meetings and meetings with various boards, authorities, committees and others as needed. Completes research, prepares and presents reports. Serves as staff liaison to boards and committees as assigned.
15. Keeps abreast of professional developments, new techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
16. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in business, public administration, civil engineering or a related field required.
- Licensure as a Professional Engineer strongly preferred.
- Seven or more years of progressively responsible experience in public works, including civil engineering activities and supervisory experience.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of management techniques involved in budgeting, personnel administration,

public relations, labor relations, contract management, capital planning and project management.

- Knowledge of safety best practices and MIOSHA regulations.
- Skill in assembling and analyzing data and information, administering budgets and preparing comprehensive and accurate reports.
- Skill in planning and executing complex engineering and related public works projects.
- Skill in handling difficult public relations or customer service issues with tact and diplomacy.
- Skill in the use of computer systems and related software.
- Ability to effectively motivate, coordinate and manage staff to maximize their potential, productivity and effectiveness, and promote a constructive work environment.
- Ability to communicate effectively and make effective presentations in a public setting.
- Ability to work constructively and interact professionally with others, and handle difficult situations with tact and diplomacy.
- Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.
- Ability to attend meetings outside of normal business hours.
- Ability to respond to emergencies on a 24-hour basis and lead effectively in highly stressful situations.

Physical Requirements and Work Environment:

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

This position regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. This position is also required to regularly travel to other locations within the city and occasionally travel throughout the state and nationally to attend conferences and other meetings.

An employee in this position is regularly required to work outside the office at field sites, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress.