

PUBLIC WORKS DIRECTOR

NATURE OF WORK

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, including, but not limited to, street and utilities construction, maintenance and repair, code enforcement, planning, zoning, operation of the cemetery and serving as City Engineer. 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 professional and technical administrators, supervisors and clerical subordinates. 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 Public Works Department.
2. Manage and coordinate engineering required by the City including 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. Oversee the projects of the Public Works Department including water, streets, sanitation and engineering.
4. Supervise planning operations and zoning compliance activities. Oversee the processing of complaints regarding zoning code violations.
5. Inform and assist homeowners, developers, and the general public seeking information and project approvals.
6. Prepare and recommend annual department budget to the City Administrator.
7. Arrange for contracts and specifications for the various projects undertaken by the City, and supervise, approve and recommend payments to various private contractors.

PUBLIC WORKS DIRECTOR (cont'd)

8. 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.
9. Contact the public on engineering matters and construction projects as required.
10. Recommend changes in zoning and building codes, and review subdivision plats as they relate to public facilities or services.
11. Prepare and review correspondence, records, and reports.
12. Participate in the selection of materials and equipment used by the Department of Public Works.
13. Provide appropriate staff assistance to the Planning Commission, Zoning Board of Appeals, EDC/TIFA Board of Directors, and other City departments.
14. Attend City Council and other meetings in order to clarify and explain Departmental programs and activities.
15. Communicate and consult with local, state, or national government entities on matters related to public works activities.
16. Coordinate the activities of the Public Works Department with other City departments.
17. Supervise professional, technical, and clerical subordinates.
18. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, 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 principles and practices of current urban planning.

PUBLIC WORKS DIRECTOR (continued)

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

Working knowledge of laws, codes, ordinances and procedures dealing with zoning and development.

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 numbers to complete duties 2, 6, 7 and 8.

Ability to work effectively with stress.

Graduation with a degree in civil engineering or the equivalent from a college or university of recognized standing.

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

Possess a license as a Registered Engineer in the State of Michigan.

Retain a valid driver's license.

Approval:

Carmel A. Zarbo 1/18/10
Personnel Director Date

Wm C. Wynn 1/18/10
City Administrator Date

[Signature] 1/18/10
Mayor Date

Norton Shores, MI
January, 2010