# Village of Vicksburg

**Department of Public Works Director Job Posting and Description**

**Job Title: D**irector

**Department:** Public Works

**Reports To:** Village Manager

**Job Posting**

**The Village of Vicksburg is seeking qualified candidates for the position of DIRECTOR OF PUBLIC WORKS. Please send letter of interest and resume with background, qualifications and references listed to:**

 **Village of Vicksburg**

 **Attn: Jim Mallery**

 **126 N. Kalamazoo**

 **Vicksburg, Michigan 49097**

**Or send via email to the following addresses:**

 **jmallery@vicksburgmi.org**

 **tlocey@vicksburgmi.org**

**This position will be posted September 26 – October 16, 2017. Interviews of qualified candidates will take place the week of October 23, 2017.**

**Pay Range: $26.00 ($54,080.00) to $29.00 ($60,320.00)**

**SUMMARY**

The Director serves as the head of the Department of Public Works. General responsibilities of this position include:

* Ensure the proper maintenance of public access, parks and other public lands and facilities within the Village.
* Manage all major and local street construction and maintenance projects.
* Manage all aspects of the water treatment and distribution system.
* Manage all aspects of the sanitary sewer collection system.
* Ensure the proper operation of the motor vehicle pool and maintenance garage.
* Manage all aspects of the Village solid waste collection.
* Serve as Street Administrator according to Act 51, as amended.
* Supervise all full-time and part-time employees of the Department of Public Works.

The Director reports directly to the Village Manager and is responsible for keeping the Village Manager apprised of the status of routine departmental operations. The Director carries out the duties of the position with independence according to established policies and procedures of the Village and in compliance will all applicable state and federal laws.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Director shall be responsible for the following:

*General*

1. Work cooperatively with Village Council, Village Commissions, Village Manager, and other department heads to accomplish all assigned duties.
2. Submit monthly and annual activity reports to the Village Manager.
3. Attend Village Council meetings and other commission meetings as requested.
4. Investigate and resolve concerns from customers in matters pertaining to services offered by the Department of Public Works and provide the public with a means of obtaining emergency DPW services.
5. Maintain Department of Public Works records in an orderly filing system.
6. Assist the Village Manager in budget preparation.
7. Administer an employee training program to fulfill OSHA and other regulatory agency requirements.
8. Interview prospective employees.
9. Prepare employee payroll sheets and labor reports.

*Parks and Public Lands*

1. Maintain irrigation, structures, equipment and grounds for all Village properties.
2. Work closely with various committees and implement approved policies/changes as directed by the Village Manager.
3. Prepare specifications, bid, supervise, and monitor/inspect performance of services for private maintenance contracts.
4. Prepare specifications, bid, supervise and inspect construction and improvement projects
5. Administer Park Maintenance Budget.

*Major and Local Streets*

1. Serve as Street Administrator in accordance with the Village Charter
2. Maintain Village streets and alleys in good repair and in a safe and passable condition in accordance with Public Act 51 guidelines, budgetary constraints, and established industry standards.
3. Work with Village engineers to maintain a capital improvement and maintenance program for street infrastructure.
4. Maintain street marking and signage in accordance with applicable MDOT and industry standards.
5. Maintain Village storm drain system in accordance with applicable environment and industry standards.
6. Prepare specifications, bid, supervise, and inspect construction and capital improvement projects not requiring professional engineering services.
7. Direct snow removal operations.
8. Administer the Major and Local Street fund budgets.

*Sanitary Sewer Collection and Waste Water Treatment*

1. Maintain sanitary sewer system collection infrastructure in good repair and serviceable condition in accordance with Federal and State guidelines and acceptable industry standards.
2. Work with Village engineers to maintain a capital improvement and maintenance program for sanitary and storm water sewer infrastructure.
3. Ensure that all new and/or replaced sanitary sewer within the Village is constructed and tested in accordance with Articles IV and V of the General Code of Ordinances of the Village of Vicksburg.
4. Serve as sanitary sewer inspector for the Village.
5. Prepare specifications, bid, supervise and inspect construction and capital improvement projects not requiring professional engineering services.
6. Maintain South County Water Sewer Authority system in good repair in accordance with the terms of the Service Agreement between the Authority and Village.
7. Administer Sewer Collection and Treatment Fund budgets.

*Water Treatment and Distribution*

1. Perform monthly bacteriological sampling of the public water supply.
2. Submit monthly water reports to Michigan Department of Environmental Quality, Drinking Water Protection Division.
3. Maintain the public water supply distribution system in good working order and in a manner prescribed by the Michigan Safe Drinking Water Act 399, P.A. 1976, as amended and consistent with industry standards.
4. Work with Village engineers to maintain a capital improvement and maintenance program for water treatment and distribution infrastructure.
5. Supervise and/or read metered commercial and residential water accounts and report results to the Village Staff.
6. Prepare specifications, bid, supervise and inspect water system capital improvements.
7. Perform water system taps and inspect commercial and residential connections to the Village water supply.
8. Administer the Water Operation Fund budget.

*Motor Vehicle Equipment and Garage*

1. Maintain in good working order, all motor vehicles and support equipment utilized by the Department in performance of their duties.
2. Maintain a vehicle and equipment replacement schedule for use in department planning and budgeting.
3. Prepare specifications, bid, and make recommendations to Council for replacement or purchase of Village equipment.
4. Maintain the physical structures and grounds of the Department of Public Works in good repair, in a manner which presents a good appearance to the public, is consistent with good industrial housekeeping practices, and meetings OSHA and MIOSHA safety standards.
5. Administer the Motor Vehicle Equipment Fund budget.
6. Maintain in good working order, all motor vehicles and support equipment utilized by the Department in performance of their duties.
7. Maintain a vehicle and equipment replacement schedule for use in department planning and budgeting.
8. Prepare specifications, bid, and make recommendations to Council for replacement or purchase of Village equipment.
9. Maintain the physical structures and grounds of the Department of Public Works in good repair, in a manner which presents a good appearance to the public, is consistent with good industrial housekeeping practices, and meetings OSHA and MIOSHA safety standards.
10. Administer the Motor Vehicle Equipment Fund budget.

## MINIMUM QUALIFICATIONS

To be considered for this position, candidates must possess the following qualifications.

1. State of Michigan Municipal Water Operator Distribution and Treatment licenses at the "S-3" (immediately possess) and "D-3" (Ability to obtain within 1 year) levels.
2. Knowledge of construction trades as they relate to public service.
3. Knowledge of mechanical systems and their maintenance.
4. Skill in establishing and maintaining effective working relationships with public officials, fellow employees, and the general public.
5. Skill in making effective oral and written presentations.
6. Skill to operate office equipment (computer, fax, multi-line phone).
7. Ability to operate small hand tools, power hand tools and heavy construction/maintenance equipment.
8. Skill to read and interpret blueprints.

## DESIRED QUALIFICATIONS

In addition to the Minimum Qualifications listed above, the ideal candidate will also possess the following qualifications.

1. State of Michigan Commercial Driver's License.
2. Previous experience managing a work environment to ensure compliance with OSHA and MlOSHA standards.
3. Proficiency with Microsoft Office (Word, Outlook, Excel).
4. Prior experience working in a Public Works capacity.
5. A proven record of excellent customer service and communication skills.

## 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 functions.

## WORK ENVIRONMENT

This position requires considerable outdoor work and some office work. Work is conducted on or near heavy equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## MISSION STATEMENT

A successful Department of Public Works Director realizes the many tasks and opportunities associated with the position. While responding to tasks and opportunities, the Director should make every effort to treat others as they would prefer to be treated and to consider during each job-related process the following mission statement: "We are committed to providing residents, property owners, business people and visitors with an environment that promotes safe, productive and happy lives in an efficient and caring manner."