



Job Title:	Director of Public Works	Department:	Public Works
Supervisor:	City Manager	Supervise	Yes
FLSA:	Exempt	Position Type:	Full Time

SUMMARY DESCRIPTION

Responsible for supervising, evaluating, implementing disciplinary actions organizing, training, and maintaining records for the public works department. Responsible for organizing field service work and communication with residents and other area partners.

ROUTINE JOB DUTIES/RESPONSIBILITIES

- Manages and supervises activities of the public works staff to achieve goals within available resources.
- Plans and organizes workloads and staff assignments; trains, motivates and evaluates staff and directs any changes needed. Provides leadership, coaching, and support
- Coordinate equipment and supply needs of staff.
- Training and evaluation of staff in operations including necessary safety procedures.
- Responsible for record keeping of maintenance/repair/operation of all city facilities, streets, water and sewer infrastructure.
- Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives and legal requirements.
- Inspects and evaluates City infrastructure to determine maintenance and capital improvement needs. Recommends and reviews proposed improvements
- Maintain communication/relationship with staff, co-workers, and the general public.
- Coordinates department activities with other shifts, departments, contractors and agencies as needed.
- Analyzes and evaluates equipment, operations and maintenance functions to assure standards are met by the Department. Determine need for skilled mechanical, electrical, etc. maintenance services.
- Assure safe operation/conditions for assigned tasks.
- Performs other duties and responsibilities as assigned.

PERIODIC JOB DUTIES/RESPONSIBILITIES

1. Attend City Council meetings
2. Maintain capital improvement requests and priorities
3. Participate in community activities and groups

JOB STANDARDS

The Hancock Public Works will be headed by the Director of Public Works, who will be selected on the basis of executive and administrative qualifications with special reference to training and experience and without regard to political or religious preference and appointed. However, the following are the very minimum with will be considered for the position:

EDUCATION/EXPERIENCE

- A high school diploma or general education degree; possession of a two -year associate’s degree or preferred Bachelor Degree in civil engineering, or a related field
- Minimum of five (5) years in civil engineering and public works, including supervisory and administrative responsibilities
- Experience and training maybe considered in lieu of the degree.

PREFERRED SKILLS

- Ability to interpret and apply municipal codes and ordinances.
- Effective oral and written communication skills.
- Ability to establish and maintain effective working relationships and use good judgment initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public.
- Ability to critically assess situation and problem solve as well as work effectively under stress, within deadlines and changes in work priorities.
- Sound Judgement and decision-making abilities.
- Excellent leadership skills.
- Knowledge of Act 51 and MDOT standards, specifications and record keeping.
- Michigan S2 or above Water License, or ability to obtain.
- Must pass physical and drug screen.
- Michigan PE license or ability to obtain

LICENSES

- Valid Michigan Driver’s License

WORKING CONDITIONS

The Director of Public Works actions are guided and directed by state law, the City Charter, and City Ordinances, written policies and procedures. The Director of Public Works can expect to be on-call, if any necessary, to report to the DPW garage or incident site outside of normal work hours. The Director of Public Works can expect to attend related activities outside of normal work hours.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to travel to various locations within the City. The employee is occasionally required to view and take measurements at varying heights and on different types of terrain. The employee may occasionally lift and/or move items of light to moderate weight. The employee is frequently required to review and create written documents and drawings, process paperwork and utilize a computer.

While performing the duties of this job, the employee regularly works in a business office setting and frequently visits indoor and outdoor locations throughout the City. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet, and may be loud in field situations. This position does involve field work during all four (4) seasons.

ADDITIONAL NOTES

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow and other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Employee:		Date:	
Supervisor		Date:	
Last Updated By:		Date/Time:	

