

Department of Public Works Director

The City of Rockwood is accepting resumes for the position of Department of Public Works Director. This is a working director position which will be expected to oversee, coordinate, and assist with a full range of public works activities. A complete job description is available at www.rockwoodmi.org. The ideal candidate will have either 3 years of previous public works director experience or a minimum of 5 years of public works experience. The candidate is required to possess and able to maintain a State of Michigan S-3 water system operator certification. Qualified candidates should submit a cover letter, resume and three (3) employment related references to the City Administrator, 32409 Fort Road, Rockwood, MI 48173 or e-mail to clerk@rockwoodmi.org Deadline: Friday February 12, 2016

City of Rockwood

Department of Public Works Supervisor

Position Summary: Oversees, coordinates, and assists Public Works personnel on a full range of duties including maintenance and repair of municipal infrastructure including streets, sidewalks, buildings and grounds. Recreation sites, water and sewer systems, motor/equipment pool and other related functional areas.

Reports to: Mayor and City Administrator

Supervises: Department of Public Work Personnel

Primary Job Functions: An employee in this position is expected to perform the following essential functions with or without reasonable accommodations. These examples are not an exhaustive list of duties which the employee will be expected to perform:

1. Plans, organizes, and directs a full range of maintenance and repair activities associated with municipal infrastructure.
2. Develops inspection, maintenance, and repair schedules and other guidelines to ensure efficient and effective use of resources.
3. Directly supervises public works personnel, coordinates work assignments and ensures quality of work performed.
4. Coordinates activities associated with public works functions. Prioritizes projects, allocates, resources and supervises work progress and quality.
5. Administers various contracts for services and special projects to ensure work completed to the City's standards for quality and efficiency.
6. Prepares and administers departmental budget.
7. Participates in long-range financial planning for equipment replacement and capital projects.
8. Tracks projects and activities, prepares general correspondence and State of Michigan mandated water reports.
9. Responds to public work emergencies including those which occur outside of normal business hours.
10. Participates in project and maintenance work including snow plowing, as operational need demands.

11. Operates vehicles and equipment.
12. Receive and responds to questions, comments and concerns from the community along with the City Administrator to ensure the timely and satisfactory resolution of issues.
13. Performs the duties of subordinate staff as operational needs demand.
14. Performs other duties as assigned.

Minimum Qualifications and Knowledge, Skills and Abilities:

1. Previous public works supervisory experience or public works operation experience.
2. Ability to complete ongoing training required to maintain all license.
3. Knowledge of the best practices and procedures associated with municipal maintenance and operation, including project planning and safety considerations.
4. Knowledge of materials, equipment, and safety procedures associated with municipal public works activities.
5. Skills in planning, directing and supervising the work of others.
6. Skills in handling customer relations issues with tact and diplomacy.
7. Ability to prepare accurate reports and present information to the community.
8. Ability to utilize computers to manage data. Prepare correspondence and complete general administrative duties.
9. Ability to work constructively and interact professionally with subordinate employees, elected officials, the general public, contractors, and representative of other public agencies.
10. Ability to respond to public works emergencies outside of normal business hours.

Physical Requirements and Work Environment:

The physical demands and work environment characteristics 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 essential functions.

1. An employee in this position works the majority of the time outside of the office with other public works staff.
2. An employee in this position is required to regularly work outside in difficult environments. This may include but not limit to:
 - a. Climb, crawl, and otherwise traverse over un-even terrain
 - b. Utilize ladder/scaffolding
 - c. Enter confined spaces
 - d. Perform work in adverse weather conditions
 - e. Lift heavy objects