The City of Lapeer invites you to apply for:

Director of Public Works

SUMMARY
This is an advanced administrative and managerial position directing the activities of the Department of Public Works (DPW), performing complex and strategic leadership, administrative, finance and professional work in planning, organizing and directing the various operations of the department; which includes environmental work, water, wastewater, roads, storm water, bridges, railroad crossings, State Highway, right-of-ways, traffic signals, waste water treatment plant, equipment maintenance, facility maintenance, functions of engineering, grant writing, safety practices/requirement and other various projects and programs. Selected candidate will coordinate assigned activities with City departments, outside consultants and outside agencies; provides highly responsible and complex administrative support to the City Managers; acts as a member of the City management team. This position represents the City in relationships with the public, community groups, professional organizations, other City Departments and Divisions and outside agencies.

This position is a Department Head that is appointed by and reports to the City Manager. This Department Head is expected to provide oversight of all mandates and legislative requirements for both State and Federal regulations, as it relates to public work and environmental work; provide Departmental updates; bring forth all issues as they relate to the City and employees; report progress and/or concerns on construction projects; and keeps the City Manager apprised as necessary so that he/she is well informed if information is requested of him/her.

The DPW and City of Lapeer offers many opportunities and benefits. An Ideal candidate is one who is approachable, has initiative, resourcefulness, dedication, good judgment, out of the box thinker and has a positive, can-do attitude. We value a person who is considerate, good natured, enthusiastic and flexible. A person who has a thorough knowledge of public contracts, project management, and public works operations; has the ability to critically assess situations and solve problems and to work effectively under stress within deadlines and changes in work priorities. Have skills in effective communication ideas and concepts orally and written, and in making presentations in public forums. A person in this position shall lead by example and demonstrate personal and professional integrity.

The City of Lapeer serves the needs and represents the interests of its present and future citizens by providing optimum public services, personal safety and property protection, a healthy environment and quality infrastructure, a diversified tax base, desired amenities and cultural opportunities. The City will endeavor to enhance the quality of life for its citizens while reflecting community values with leadership that is responsible, ethical and visionary.

The City of Lapeer is committed to meeting the needs of the community within the fiscal parameters the community will support. Services are provided effectively and efficiently at the quality and level of service desired by the public with the employment of highly qualified, creative, dedicated employees and the application of the highest standards of responsibly fiscal management.

EDUCATION & EXPERIENCE SUMMARY

- Minimum of 10 years of experience showing a more progressive track of responsibility in building, construction management, public works, public administration or a related field, of which 5 out of the 10 years’ experience in a Local Government supervisory and administrative position, relevant experience.
- Must be a graduate of a four year college or university with a degree in or closely related to engineering, water and/or waste water operator, administrative and/or management. A graduate from a two year college with a degree will be considered with relative experience.
- A valid State of Michigan Vehicle Operator’s License is required. A valid State of Michigan Commercial Driver’s License, Class B with Airbrakes endorsement is preferred.
- State of Michigan S2 Water Distribution Certification through Department of Environmental Quality. A State of Michigan Waste Water Plant Certification A, B, C and/or D are highly regarded.
- Alcohol and drug testing required.

Application Deadline: interested applicants need to submit a completed application, resume with detailed work history, five (5) professional references and a letter of introduction by Monday, March 30, 2020 at 4:00 pm.

- Please include a copy of college transcript, certifications and all other related documents.

Submit To: The City of Lapeer
City Manager’s Office
Attention: Tracey Russell, Executive Administrator
576 Liberty Park
Lapeer, MI 48432;
Or email to: Trussell@ci.lapeer.mi.us

The position has an excellent benefit package with a wage range of $86K - $98K; it is a Union Position with TPOAM. City of Lapeer is an equal opportunity employer.
CITY OF LAPEER
Job Description

Job Title: Director of Public Works
Department: Department of Public Works, which includes Wastewater Treatment Plant
Reports To: City Manager
Classification: Full-Time, Eligible Union: TPOAM, Group A
FLSA Status: Non-Exempt
Prepared By: Pamela Reid, Director of Public Works
Prepared Date: March 6, 2019
Approved By: Dale Kerbyson, City Manager
Approved Date: March 6, 2019

SUMMARY

This is advanced administrative and managerial position directing the activities of the Department of Public Works (DPW). Position performs complex and strategic leadership in areas of finance, administrative and professional work in planning, organizing and directing the various operations of the Public Works Department; which includes environmental, water, wastewater, roads, storm water, bridges, railroad crossings, State Highway, right-of-ways, traffic signals, waste water treatment plant, equipment maintenance, facility maintenance, functions of engineering, grant writing, safety practices/requirements and other Public Works projects and programs. Coordinates assigned activities with City departments, outside consultants and outside agencies; provides highly responsible and complex administrative support to the City Manager’s Office and acts as a member of the City management team. This position represents the City in relationships with the public, community groups, professional organizations, other City departments and divisions and outside agencies.

This position is a Department Head (Director) that is appointed by and reports to the City Manager. The Director is expected to provide oversight of all mandates and legislative requirements for both State and Federal laws as they relate to public work and environmental issues; provides departmental updates; brings forth all issues as they relate to the City and employees; reports progress and/or concerns on construction projects and keeps the City Manager apprised as necessary so that he/she is well informed if information is requested of him/her.

DISTINGUISHING FEATURES, DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates, directs, supervises, expedites workflow, monitors work load, resolves all conflicts and evaluates programs, plans services, staffing, equipment, and infrastructure/assets of the Public Works Department.
- Supervises department superintendents, crew leaders, public works staff, consultants, engineers and service providers either directly or through subordinate staff.
• Provides management direction and support to contracted Engineering Firms, Consultants, and Service Providers for facilities, equipment, streets, bridges, sidewalks, traffic signals, water, wastewater, storm, and WWTP.
• Provides management direction and support to other government entities, such as Michigan Department of Transportation, Department of Environmental Quality, Soil Erosion, MIOSHA, Federal and Lapeer County Environmental.
• Interprets City, State, and Federal policies and develops and implements appropriate department rules, regulations, and policies; establishes record keeping procedures, as well as methods and standard operating procedures.
• Participates in the development and administration of the department’s annual budget; forecast funding required for staffing, equipment, materials, supplies and infrastructure/asset projects; monitors and authorizes expenditure; implements budgetary adjustments as appropriate. Develops required tools and/or documents as needed to demonstrate the need for proposed projects and to show department accomplishments.
• Capital Improvement Projects (CIP) – develops long-range plans and funding requirements for facilities and infrastructure improvements. Develops required tools and/or documents as needed to demonstrate the need for proposed projects and to show department accomplishments.
• Implementation and administration of approved capital improvement projects; creating and/or participates in bid processes including preparing bid document contract specifications, interviewing potential contractors, and providing recommendations regarding the award of service contracts.
• Selects, trains, motivates, and evaluates assigned personnel. Provides or coordinates staff training; works with employees to correct deficiencies; ensures proper training and professional development of staff; fosters a strong and effective team environment; maintains an effective working relationship with the labor union and participates in promotion, discipline and termination procedures either directly or through subordinate supervisors, “sets the example.”
• Researches contractors, vendors and products, develops specifications and coordinates the bid and selection process. Inspects work sites and monitors contractors for compliance and specifications. Supervises inspectors and contractors and other City consultants.
• Prepares plans, specifications, bid documents and cost estimates for purchase of various equipment and vehicles, and for construction and repair projects; receives and analyzes bids and prepares recommendations to the City Manager.
• Recommends and participates in the development and implementation of Public Works policies; establishes goals, objectives and priorities for assigned programs, policies, and procedures.
• Performs emergency management functions and related tasks as required.
• Plans, directs, coordinates, resolves conflicts, and reviews the work plan for all division personnel; assigns work activities, projects, and programs; evaluates the quality of work products and meets with staff to identify and resolve related problems or to develop new programs, projects and activates.
• Coordinates and completes projects and activities as requested with other City departments, outside agencies/organizations and the general public.
• Acts as a representative at City Commission meetings, budget meetings, goals and objectives meetings, planning meetings, meetings of State and Regional agencies and all other meetings as Director relating to or effecting the Department of Public Works infrastructure or assets.
• Acts as a liaison for the Public Works Department directly or through subordinate supervisors in addressing citizen or organization inquiries and complaints; negotiates and resolves sensitive, complex or controversial issues.
• Plans, coordinates, schedules and supervises street lights, traffic signage, sewer maintenance functions, water maintenance functions, street sweeping, snow and ice removal, bridge maintenance, pavement markings, RR maintenance, sidewalk repairs, linear trail maintenance and street maintenance functions.
• Directs and coordinates the maintenance, modification and repair of City Hall and the DPW building including carpentry, painting, plumbing, electrical, heating and HVAC work.
• Prepares, creates and maintains a variety of departmental reports, records, and documentation.
• Issues written and oral instructions. Maintains regular and effective communications with departmental employees, engineers, consultants, service providers, residences, businesses and developers as required.
• Studies, standardizes, creates, and implements department policies and procedures to improve efficiency and effectiveness of operations.
• Manages the department's operations consistent with City policies and procedures as applicable to unions, as well as State and Federal regulations/laws.
• Ensures that all department-controlled equipment is in safe and efficient operating condition; ensures adherence to all local, State and Federal safety requirements; oversees worker safety programs and procedures; ensures compliance with MIOSHA standards.
• Periodically inspects Wastewater Treatment Plant, and other facilities to assure maintenance of an acceptable level of performance and adherence to safety practices.
• Administration and management of Preventive Maintenance Programs, in-service training, Asset Management Plan, Department of Public Works Safety Program and all computer software programs purchased for data collection, City GIS program and all computer software programs, as required
• Position brings an innovative approach, incorporates new technology and out of the box thinking to work each day in continuing to work for the better.
• Instructs and assists department personnel on difficult work problems, main breaks, street repairs, wastewater issues and other emergency operations as required.
• Performs related duties and responsibilities as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Must have a thorough knowledge and experience of modern laboratory techniques and procedures as related to a Department of Public Works and Wastewater Treatment Plants.
• Must have a thorough knowledge and experience to train and supervise subordinate employees.
• Must have the ability to establish and maintain effective working relationships with employees, other departments, other government entities and the public.
• Needs a comprehensive knowledge and understanding of Michigan Occupational Safety and Health Administration (MIOSHA) practices and requirements for employee safety.
• Needs a comprehensive knowledge of the theory and practices of modern wastewater plant principles; street maintenance and requirements; water distributions system maintenance and requirement; traffic signals maintenance and requirement; tree removal maintenance and requirement; safety practices; City, State and Federal policies; mandates; customer service; budgeting, planning and allocation of funds, resources, staff and equipment; leadership in promoting team work and positive development of staff members.
• Must have considerable knowledge of State and Federal guidelines and permit requirement for a Public Water Distributions System and Waste Water Treatment Plant Operations.
• Needs considerable knowledge and experience of the principles and practices of effective supervision and administration, including computer software based record management, mapping, data collection, tracking and compliance reporting.
• Needs considerable knowledge and experience of the operating characteristics and maintenance needs of a variety of mechanical, electrical, hydraulic and related systems and equipment used by the Department of Public Works and Waste Water Treatment Plant.
• Must have knowledge and a comprehensive understanding of process automation and SCADA (Supervisory Control and Data Acquisition) systems.
• Needs comprehensive skills in organizing and supervising the work of subordinates directly and through other supervisory staff in developing and implementing work procedures and in training and developing
employees in a safe work environment.

- Is required to have the ability to operate and make critical decisions in stressful and emergency situations.

- Required to have considerable skills and knowledge in developing a budget and capital improvement plans, and evaluating the daily needs of the WWTP plant along with long and short term needs for the WWTP plant for repairs, construction, and new facilities.
- Must have the ability to implement a CIP from start to finish and meet the time restraints established with funding through the CIP.
- Needs considerable skill in working effectively with employees, other municipal officials, representatives from other agencies and the public.
- Must have the ability to work outside of normal business hours.
- Must have the ability to use tack and discretion.
- Must have the ability to communicate effectively verbally and in writing.
- Must have the ability to understand and carry out written and oral instructions.

**QUALIFICATIONS:**

- Must have a skill set that is required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Must have skill-based competencies required to satisfactorily perform the functions of the job.
- Must have the ability to use a computer with several software applications such as Microsoft Office software and engineering and all other computer software used by the City.

- Must be in good physical condition and have agility.
- Must have the ability to work independently and without direct supervision or as a group.
- Must have the initiative, resourcefulness and good decision skills.
- Must have the ability to establish and maintain good working relationships with other employees and the general public.
- Must be willing to accept direction and maintain a good working relationship with other employees.
- Must have the ability to understand and follow oral and/or written instructions.
- Must have the ability to operate equipment and vehicles.
- Must have the ability to perform physical labor.
- Needs to have knowledge of mechanical parts of automotive, heavy equipment and trucks, and small equipment.

- Needs to have knowledge of the standard tools and different construction material.
- Needs to have knowledge of the hazards and safety precautions of the trade.
- Must be able to make timely and sound decisions.
- Needs to have the ability to deal courteously and diplomatically in any situation.
- Needs to have the ability to analyze information and using logic to address work–related issues and problems

- Position will maintain composure, keep emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult and stressful situations at all times.
- Must be able to be persistence in the face of obstacles and the willingness to take on a wide range of responsibilities and challenges.

- Must have comprehensive planning principles, practices, regulations and techniques, as well as be able to develop and updated the comprehensive plans.
- Must have technical and advanced knowledge of civil engineering principles and practices.
• Must understand current Public Works standards and requirements for engineering, construction, maintenance of public water system maintenance, storm systems, sanitary systems, wastewater treatment plant, streets infrastructure, traffic signals, railroad crossings to include City, State and Federal regulations, and safe work practices, MIOSHA.
• Must understand applicable laws, codes, regulations, policies and enforcements procedures.
• Interpersonal skills using tact, patience and courtesy is required.
• Independent judgment and effective decision making skills, work load planning and staffing needed.
• Develops, monitors, and administers the annual budget and CIP.
• Develops construction, engineering and City specifications.
• Reads, interprets, applies and explains rules, regulations, codes, policies and procedures and ordinances.
• Analyzes situations accurately and adopts an effective course of action.
• Initiates creative improvements, manages change and stimulates collaborative problem solving.
• Must have the ability to positively and effectively interact with diverse individuals to accomplish a common goal.

LANGUAGE SKILLS

• Must have the ability to keep records and make reports.
• Must have the ability to effectively present information in one on one settings as well as in group situations to the public and other employees of the organization.
• Must have the ability to communicate clearly and concisely, both orally and in writing.
• Must have the ability to demonstrate attention to and convey understanding of the comments or questions of others.
• Must have the ability to use appropriate style, format, and tone in informal and formal business communications.

MATHEMATICAL SKILLS

• Must have the ability to add, subtract, multiply, divide all units of measure, use all units of measure, using whole numbers and fractions, as well as decimal and percentage numbers.
• Must be able to compute rate, ratio and percent.
• Must have the ability to draw and interpret bar graphs.

CERTIFICATES, LICENSES, REGISTRATIONS

• A valid State of Michigan Vehicle Operator’s License is required. A valid State of Michigan Commercial Driver’s License, Class B with Airbrakes endorsement is preferred.
• Must have a State of Michigan S2 Water Distribution Certification through Department of Environmental Quality.
• A State of Michigan Waste Water Plant Certification A, B, C and/or D are highly preferred.

EDUCATION and/or EXPERIENCE

• Minimum of 10 years of experience showing a more progressive track of responsibility in building, construction management, public works, public administration or a related field, of which 5 out of the 10 years’ experience in a Local Government supervisory and administrative position, relevant experience.
• Must be a graduate from a four year college or university with a degree in or closely related to engineering, water and/or wastewater operator, administrative and/or management.
WORK ENVIRONMENT

- While performing this job, the employee will be exposed to outside weather conditions, high humidity, heat, cold, noise, vibrations, chemicals, explosive material, electrical hazards toxic substances, foul odors, wastewater, sludge, effluent, bacteria, viruses, traffic hazards and mechanical devices.
- Must be able to work in confined spaces and in the dark.
- Will be exposed to chemicals, cleanes and toxins while performing job tasks.
- Must be able to travel to different locations and work sites.
- Must be able to work in a standard office environment, outdoors, waste water treatment plant.

- Must be able to sit, stand, climb, balance, stoop, kneel, crouch, crawl, talk and hear to perform most job duties.

PHYSICAL DEMANDS

- Must be able to climb steps and pull full weight up with arms as this is essential to job functions.
- Must be able to lift a minimum of 50 pounds.
- Must be able work in stressful situations and adjust to work related stress.
- Must have the ability to distinguish color, and normal visual range with or without correction.
- Must have a normal audio range with or without correction.
- Must have the ability to wear protective apparel during exposure to extreme heat and cold.
- Must be able to work in stressful situations and adjust to work related stress.
- Must have the ability to accept criticism and be able to deal calmly and effectively with high stress situations.

REQUIRED TESTING

- Must be able to pass a background check, alcohol, agility and drug testing.