The City of Coldwater serves a population of approximately 11,000. The Department of Municipal Services provides a high level of public services including but not limited to: maintaining local and major streets, refuse and yard waste removal, managing a 10.1 mile length of railroad infrastructure as well as managing in excess of 100 acres of parks and municipal facilities.

**JOB SUMMARY:**

The Deputy Director of Municipal Services is a member of the City's leadership team and will participate in the development and implementation of city-wide projects and programs. This individual will perform a variety of technical, administrative and supervisory work; assist in the planning, organizing, directing and implementing of public engineering projects and municipal services; and perform work of a considerable degree of administrative difficulty and responsibility.

This team member will be responsible for: developing and administering municipal engineering and public works related projects; preparing maintenance and repair schedules; supervising municipal service personnel; coordinating work assignments and ensuring quality of work performed; prioritizing projects and allocating resources; administering contracts for services and special projects to ensure work is completed to City standards for quality and efficiency; preparing departmental budget and participating in long-range financial planning and procurement for equipment and department capital projects; tracking projects and activities; preparing general correspondence and State of Michigan mandated MDOT, MDEGLE and MDNR reports, PASER ratings; Asset Management; respond to public works emergencies including those which occur outside of normal business hours; receive and respond to questions, comments and concerns from the community; and work closely with the Municipal Services Director and City Manager to ensure the timely and satisfactory completion of projects.

**RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS:**

An employee in this position may also be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each of these essential function satisfactorily.
1. Plan, organize and direct the activities of the Municipal Services Department in accordance with community needs, pertaining to general public works.

2. Oversee a myriad of operational areas including parks, stormwater, cemetery, streets, buildings, maintenance, railroad, parks and motor pool.

3. Develop and implement departmental policies and procedures.

4. Assess department operations, staffing levels, facilities and equipment. Analyze capital needs, make recommendations for improvements and implement changes. Monitor operational costs and make recommendations for increasing efficiency.

5. Assist in preparing and presenting annual budget requests, administer departmental budget and ensures that the authorized budgetary and purchasing procedures are properly used. Develop and administer capital budget, drafts specifications and receive bids for the purchase of vehicles, equipment and parts and the construction of public works projects and facilities.

6. Oversee the coordination of engineering operations required for the City. Complete project designs, develop specifications and cost estimates and conducts site inspections. Provide oversight for contracted projects, services and purchases. Administer bid process, make recommendations for selection, participate in negotiations and ensure compliance with project specifications, schedule and standards for quality and completes other engineering functions as necessary.

7. Participate as a member of the City’s Planning and Development Team. Responsible for an engineering review of each site plan as requested. Attend other meetings as necessary.

8. Direct the recruitment and hire of department personnel. Assign work, supervise personnel, evaluate performance and oversee professional development. Takes disciplinary action according to established procedures.

9. Keep abreast of public works related developments, new administrative techniques and current issues through continued education and professional growth. Maintain cooperative relations with peer agencies and other governmental units. Attend conferences, workshops and seminars as appropriate.

10. Represent the City and DMS Department in public engagements before local, state and federal agencies and citizen groups interested in local government services and programs and prepare / give informational programs and presentations. Responsible for establishing and maintaining effective relationships, with citizens, community groups, City, County and State officials, other employees, and other interests. Respond to public inquiries, investigates complaints, and assists the public as needed.

11. Respond to public works related emergencies utilizing and maintaining well-defined procedures.

12. Provide oversight of all departmental technology, software, data storage and computer driven processes.

13. Maintain order and discipline, process discipline and grievance information and the corresponding paperwork and conduct internal department investigations into violations of City policy and union labor agreements.
14. Aid in the creation and implementation of departmental policy and procedures and perform administrative supervision.

15. Submit project reports and undertake special projects as assigned.

16. Compile information and reports for review by the City Manager and Council to include, but not limited to, annual reports, equipment purchases and union related issues.

17. Provide leadership in the creation, coordination and implementation of training and safety programs.

18. Assume responsibilities of the Director of Municipal Services in his/her absence.

19. Perform all other duties as required.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

The physical demands and work environment described herein 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 job.

An employee in this position spends time in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person and move around the office or travel to other locations to attend meetings as well as conduct inspections, project site visits and on-site supervision of employees.

An employee in this position is regularly required to work outside the office at field sites, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with engineering projects and construction sites.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress.

**QUALIFICATIONS:**

Preferred candidate must have supervisory experience and proven technical knowledge in the public works profession; to mentor and oversee the daily operations of our streets, stormwater, forestry, parks, refuse and other municipal services.

1. Engineer in Training (EIT) certificate or licensure as a Professional Engineer strongly preferred.

2. Seven (7) or more years of progressively responsible experience in public works, construction management, civil engineering activities and supervisory experience.

3. A valid State of Michigan Driver’s License, a satisfactory driving record, and the ability to maintain one throughout employment.
4. Knowledge of management techniques involved in budgeting, personnel administration, public relations, labor relations, contract management, capital planning and project management.

5. Knowledge of safety best practices and MIOSHA regulations.

6. Skill in assembling and analyzing data and information, administering budgets and preparing comprehensive and accurate reports.

7. Skill in planning and executing complex engineering and related public works projects.

8. Skill in handling difficult public relations or customer service issues with tact and diplomacy.

9. Skill in the use of computer systems and related software.

10. Ability to effectively motivate, coordinate and manage staff to maximize their potential, productivity and effectiveness, and promote a constructive work environment.

11. Ability to communicate effectively and make effective presentations in a public setting.

12. Ability to work constructively and interact professionally with others, and handle difficult situations with tact and diplomacy.

13. Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.

14. Ability to attend meetings outside of normal business hours.

15. Ability to respond to emergencies on a 24-hour basis and lead effectively in highly stressful situations.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This job description is fluid and may evolve with the education, training and experience gained by the employee over time.**