Job Description

Class Title: Director of Public Works
Classification: Department Head
Reports to: City Manager

Job Summary:
Manages, plans and directs the operations of the City’s water treatment and distribution system; sewer collection system, the street and storm system and other DPW functions of the city. Employee will supervise related personnel, manages maintenance and repair operations to ensure the proper maintenance of associated equipment. Oversee the maintenance of the Park System, the Marlette Community Pool and Pool House, Cemetery and mowing/landscaping operations.

Essential Job Functions:
1. Plans, coordinates and supervises the administration and operation of the water filtration plant and the related distribution system. Establishes procedures to efficiently maintain and repair water treatment and distribution equipment.
2. Instructs, trains, supervises, evaluates and assists in recruiting, hiring and disciplining department personnel. Ensures employees are properly trained in operations and safety procedures. Prioritizes work assignments and prepares work schedule and job assignments.
3. Develops the annual divisional operating and capital budgets for the review by the City Manager. Ensures expenditures are maintained within the approved budget parameters and proposes purchase requests.
4. Ensures compliance with applicable State, Federal and local regulations regarding the municipal water and sewer treatment and distribution systems. General knowledge of Act 51 reporting and compliance.
5. Establishes and maintains effective relationships with citizens, community groups, employees, and vendors. Represents the City at meetings and in communications with engineers, regulatory agencies and consultants. Responds to public inquires and complaints and assists the public as needed.
6. Monitor, supervises and assists the installation and repair of water and sewer treatment and distribution equipment. Provides technical advice and assistance to employees on complex or unusual work assignments. Coordinates work with utility companies, contractors and/or the City departments. Maintains Miss Dig Tickets.
7. Develops and directs preventative maintenance programs for the water, sewer, street and storm systems. Implements maintenance systems for equipment and monitors work in progress. Determines emergency procedures in the event of equipment failures, main breaks and power outages.
8. Assesses operations, staffing levels, facilities and equipment. Makes recommendations for improvement and expansions and implements changes. Develops specifications and recommends the acquisition and replacement of equipment and facilities. Assists with planning and coordinating capital improvements projects.

9. Keeps abreast of changes in water, sewer, storm and street treatment, repairs and technology through continued education and professional growth. Attends conferences, workshop and seminars as appropriate.

10. Serves as primary contact for the water distribution system. Responds to complaints, resolves issues and coordinates responses with the City Manager as necessary.

11. Performs related work as required and as additionally assigned by the City Manager.

12. Submit a monthly report to City Council regarding what is taking place within the DPW.

13. Operate and maintain the Marlette Community Pool and Pool House.


**Required Knowledge, Skills Abilities and Minimum Qualifications**

- Applicable field or the equivalent education or technical training in utility system construction and maintenance.
- 5 or more years of experience in water distribution and treatment and or sewer storm collection system construction, maintenance and repair. Previous supervisory experience is strongly recommended.
- Water System Operator’s License of S-3 or ability to obtain the license within one year.
- Municipal Pool experience is strongly preferred.
- A valid State of Michigan Driver’s License, a satisfactory driving record, and the ability to maintain throughout employment is required. CDL endorsement is required.
- Knowledge of the procedures, practices and health regulations governing the City’s utility systems, and to effectively manage construction, maintenance and repair activities to ensure efficient operations of the utility and street system.
- Knowledge in street repair, maintenance, construction and Act 51 requirements and reporting.
- Knowledge of the equipment and tools associated with system operations and related maintenance practices and safety procedures.
- Skills in operating flow measuring systems, excavation equipment and other tools used in system operation, construction and maintenance and repair.
• Skill in maintaining accurate record keeping and document retention systems.
• Skill in planning, directing and supervising the work of others.
• Ability to respond to system emergencies and attend meetings at times other than normal business hours. Ability to travel as required.
• Ability to work constructively and interact professionally with other employees, the general public and professional contacts.
• Skill in producing and implementing policies, procedures and preventative maintenance programs.
• Ability to effectively communicate ideas, reports and concepts orally and in writing.
• Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
• Ability to critically assess situations, problem-solve and work effectively under stress, within deadlines and changes in work priorities.
• Communicate and work effectively with all city personnel.
• Adhere to policies set forth in the Personnel Policy Manual.
• Ability to use a computer to meet responsibilities in the most efficient and accurate way possible.
• Ability to operate modern office equipment including phone, fax, copier, printers, postal hardware and computers.
• Proficient in Microsoft Office and other software as necessary.

**Physical Demands and Work Environment:**

1. Ability to move about, kneel, crouch, and crawl. Ability to extend one’s arm(s) in any direction and ability to support oneself in an erect position. Ability to ascend or descend ladders, stairs and the like with ease and agility.
2. Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
3. Ability to raise or lower substantial objects from different positions or move objects horizontally.
4. Ability to reach, grab, pull, hold and push objects.
5. Ability to manipulate small or large objects precisely by whatever means. Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile means, including the ability to use the senses of sight, smell, hearing, and feeling.
6. Ability to walk, stand, bend, and turn including performing such actions on wet or varied surfaces.
7. The Employee will be exposed to inside and outside environmental conditions, exposure to weather and temperature changes. Temperature may be below 32 degrees for extended periods of time.
8. Ability to sit for periods of time
9. Exposed to noise, vibrations, fumes, odors, dust, and/or gases.
10. Frequently required to wear safety equipment, such as hard hats, glasses, work boots and vests.