

CITY OF BRIGHTON PUBLIC WORKS DIRECTOR

The City of Brighton is in need of a public works professional ready to join our fresh, dynamic and creative management team. Under the direction of the City Manager, the Public Works Director, plans, organizes, directs, and evaluates the operations of the Public Works Department. Operations include stormwater management, streets, facilities/grounds, cemeteries, and associated fleets and equipment. The Public Works Director collaborates closely with the City's contracted engineering firm and with the City's Director of Utilities, who oversees water and wastewater treatment operations. Working with the City Manager and staff, the Public Works Director will play a critical role in developing and implementing a long-term strategy for road and other capital maintenance/replacement.

Applicants will have completed an APWA approved Public Works Institute. The completion of the Midwest Advanced Public Service Institute, or equivalent, is preferred, but not required. A combination of education and "field" experience in civil engineering, construction management, or a related field may be considered. Ten or more years of progressively responsible experience in a supervisory role in public services, civil engineering, and/or a related field is required. Public works experience is preferred. A valid State of Michigan driver's license, a satisfactory driving record, and the ability to maintain one throughout employment are required. A CDL, or ability to attain and maintain a CDL, is required.

A starting salary of \$70,000 to \$75,000, which will be based on experience, along with a comprehensive benefit package is offered to the qualified applicant. If you would like to join our team and work in a full-service community with a vibrant downtown, please send a letter of interest, resume, application form, written exercise (attached), and three professional references to:

City of Brighton
Michelle Miller, Organizational Relations Manager
RE: Public Works Director Position
200 N First St.
Brighton, MI 48116
or
millerm@brightoncity.org

Applicants are asked to submit all application materials by January 30, 2017. A copy of the full position description can be found on the City's Website. EOE

**CITY OF BRIGHTON
JOB DESCRIPTION**

PUBLIC WORKS DIRECTOR

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| <u>Supervised By:</u> | City Manager |
| <u>Supervises:</u> | Supervises employees of the Public Works Department directly and through subordinate supervisors; serves in an acting capacity in the City Manager's absence as assigned. |
| <u>GRADE:</u> | 7 |
| <u>FLSA:</u> | Exempt |

Position Summary:

Under the general direction of the City Manager, plans, organizes, directs, and evaluates the operations of the Public Works Department to provide safe and functional infrastructure to the city and region as established through service agreements. Operations include stormwater management, streets, buildings and facilities, cemeteries, and associated fleets and equipment. The Public Works Director collaborates closely with the City's contracted engineering firm and with the City's Director of Utilities who oversees water treatment and waste water treatment operations.

Essential Duties and Job Functions:

An employee in this position may 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 essential function satisfactorily.

1. Plans and manages the operations of the Public Works Department through effective communication with City Management, DPW crew leaders and staff, including strict adherence to policies and standard operating procedures in accordance with applicable laws, ordinances, safety standards, and service priorities. Director, or designee, serves as the City's ADA Coordinator.
2. Serves as liaison to state and federal authorities, and ensures proper monitoring and reporting of all public services activities, especially with regard to local and major roads, and stormwater, to protect the safety and quality of all systems.
3. Effectively recommends formal personnel action to the City Manager, with whom final authority rests, with regard to departmental personnel. Administers disciplinary action according to established procedures and contract provisions.
4. Assists in preparing for labor negotiations, identifying contract language to be modified, added, or eliminated, and maintaining ongoing contract administration including the grievance process.
5. Compiles and administers the annual department budget including capital plans and related long-range objectives. Ensures purchasing procedures are properly carried out.
6. Reviews and approves permits and licenses as required by ordinance or statute, and participates in site plan reviews and related activities, such as city rights of way.

7. In coordination with Human Resources, ensures the proper training, professional development, and certification for all staff in accordance with state and national standards. Identifies opportunities and candidates for additional professional development that contributes to improved operations and service delivery.
8. Researches, identifies, and pursues grants to support the City Council identified vision and goals. Administers grants and coordinates with other departments as needed.
9. Prepares specifications, bid packages and related administrative processes to ensure proper procedures and quality control. Selects contractual service providers, negotiates contracts, and manages outcomes.
10. Oversees information systems within the public works department including security and disaster recovery plans. Participates in assessing organizational needs, recommends solutions and coordinates departmental upgrades and conversions. Ensures maintenance and reporting of required statistics and reports.
11. Ensures coordination, compliance, and communication with local units, State, and Federal agencies, on public works initiatives. Formally represents the city's interests at local and regional interagency meetings, and coordinates departmental participation in regional initiatives.
12. Responds to public works emergencies, including those that occur outside of normal business hours.
13. Attends and gives presentations at various meetings to promote public relations and enhance public services and programs within the City, including City Council meetings.
14. Analyzes trends, researches and remains abreast of the needs of the community related to infrastructure and public works. Develops and implements long and short-term plans and objectives, prepares internal reports and management reports.
15. Acts as staff liaison to various internal and external boards, authorities, committees and related groups as assigned, helping to coordinate/oversee projects when assigned. Serves as internal expert and consultant on a range of public services matters.
16. Acts as departmental spokesperson and public information officer for the department, establishing and maintaining effective relationships with other departments and administrators, citizens, the media, City officials, employees and other interests. Responds to public inquiries and investigates complaints. Coordinates FOIA process for the department.
17. Keeps abreast of legislative developments, new administrative techniques, and current public services trends through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
18. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Completion of an APWA approved Public Works Institute. Completion of the Midwest Advanced Public Service Institute, or equivalent, preferred but not required. A combination of education and “field” experience in civil engineering, construction management, or a related field may be considered.
- Ten or more years of progressively responsible experience in public services, civil engineering and/or a related field is required. Public works field experience preferred.
- A valid State of Michigan driver’s license, a satisfactory driving record, and the ability to maintain one are required. A CDL, or ability to attain and maintain a CDL, is required.
- Ability to demonstrate a thorough knowledge of the best practices, procedures, methods, and techniques associated with public infrastructure systems and associated equipment. Should be able and willing to think “big picture” and actively collaborate with the whole Management Team.
- Knowledge of and demonstrated ability to administer local, State, and Federal ordinances/laws governing public services and environmental protection, and other related regulations.
- Previous management/supervisory experience is required, including skill in building and motivating vested and productive work teams through effective supervision and organizational development.
- Skill in responding to public inquiries, internal requests and highly sensitive issues with a high degree of discretion, diplomacy, and professionalism.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Skill in building and maintaining effective working relationships with subordinates, peers, elected officials, the media, professional contacts, and the general public.
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to respond to emergencies and attend meetings outside of normal business hours.
- Skill in utilizing and managing information systems and related software packages, and the ability to learn and apply new systems.

Physical Demands 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.

An employee in this position spends much of their 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.

This position is often required to work outside the office including, but not limited to, construction, project and/or plant sites that can be dangerous or hazardous, such as moving traffic, unstable structure, moving equipment, exposure to chemicals, and loud noise or machinery. This may also involve moderate physical exertion such as walking on uneven terrain, climbing up or crawling down to inspect work sites, and being exposed to severe weather. An employee in this position must have the strength, stamina, and physical coordination needed to complete these inspection and oversight duties.

This position requires good vision, including night vision, hearing, sense of smell, hand eye coordination and ability to wear personal protective equipment.

City of Brighton, Public Works Director

Written Exercise 2017

Please prepare an interoffice memo to the City Manager addressing the following scenario:

As Public Works Director, you will be charged with organizing, prioritizing, assigning, and overseeing many road maintenance activities with a limited amount of staff and resources in contrast to the high expectations of property owners. You have received a service request regarding a large section of rutted pavement adjacent to the gutter line on a busy stretch of road. You have contacted the resident and informed him that it would be placed on "the list" and be completed with a future road maintenance project yet scoped and scheduled in the City's CIP. The pavement in question is along the shoulder of a severely alligatored road, impacting few motorists; however, this stretch happens to be along the approach to the homeowner's driveway. His second call was to the City Manager. He is upset about the "slow" progress and lack of urgency. He wants it fixed and "fixed now." He has indicated that he plans to attend an upcoming City Council meeting and has threatened to "go to the press."

Please describe the status of the service request, how it was and is now prioritized, the next steps for DPW staff, and how/who you are going to communicate this to.