

Director of Public Services

City of Hastings, Michigan



Photo courtesy of MCSA Inc.

Full Time Salaried
\$77,000 - \$96,500 annually

Position open until filled.
Applications are requested by
February 16, 2025.

Contact:
Sarah Moyer-Cale, City Manager
smoyer-cale@hastingsmi.gov

The City of Hastings is an
Equal Opportunity Employer.

Director of Public Services

Join the team in one of the 100 Best Small Towns in America!

Located on the Thornapple River, Hastings provides high-quality services for residents and businesses alike. Hastings hosts numerous unique events throughout the year and its public art displays are well known throughout the state. Hastings' thriving downtown, quality schools, and prime location make Hastings a great place to live in any stage of life.

The City of Hastings is home to the annual Jazz Festival, Summerfest, and Jingle and Mingle events. It is also the home of the Barry Roubaix, an annual gravel bike race with 5,400 competitors. Our summers are filled with music events at outdoor venues while our downtown has visitors shopping, dining, and enjoying our local social district year-round.

Hastings is a walkable and bikeable community with twelve park and entertainment venues including a 2.2 mile riverwalk trail and dog park. A road-trip lover's delight, Hastings is nestled at the crossroads of M-37 and M-43 with easy access to Grand Rapids, Lansing, Kalamazoo, and Battle Creek. Nearby attractions include the Barry Expo Center and Fairgrounds, Gilmore Car Museum, Yankee Springs State Park, the Pierce Cedar Creek Institute, and Gun Lake Casino. Corewell Health Pennock Hospital is located within the city limits offering a variety of healthcare services.

Population: 7,514
Land Area: 5.29 sq mi
Median Age: 36 years
Median Household Income: \$56,350
Median Home Value: \$146,400
Walk Score: 77



The Organization

The City of Hastings has a Council-Manager form of government with a mayor and eight council members representing four wards. The city organization has seven primary departments that report to the City Manager. The Public Services Department has two sub-departments: streets/construction and utilities.

The streets/construction sub-department is responsible for city parks, road maintenance and repair, snow removal, street sweeping, repair and maintenance of utility mains, motor pool, right-of-way maintenance, brush and leaf pickup, compost facility operations, storm sewer, hydrant flushing, parking lots, and tree management. The utility sub-department focus area includes the operation, maintenance, and repair of the activated sludge wastewater treatment plant, sewer collection system, lift stations, pumps, water filtration treatment plant, water towers, booster station, and other utility-related facilities and reporting.

The Position

The Director of Public Services directs and coordinates all public-works related services including planning, operations, construction improvements, and maintenance of all City-owned properties. The Director oversees parks and recreation facilities, the wastewater collection and treatment system, the water treatment and distribution system, street maintenance and other areas. The DPS Director provides direct supervision to the Streets and Construction Superintendent and the Utilities Superintendent and oversees a department of nineteen employees.

The Director of Public Services directs the superintendents in the operations of the subdepartments, contributes to the budgeting and capital improvement plan process, prioritizes tasks, presents information and reports to the City Manager, City Council, and the public, prepares plans and specifications, oversees RFPs, prepares and submits applications for permits and grants, engages in labor negotiations, ensures proper procedure for department purchases, manages projects, and regularly communicates with other departments, agencies, and the public.

Upcoming Projects

- **Green and Market Street underground utility and road improvements, spring 2025.**
- **East State Street Mill and Resurface Project, spring 2025**
- **Creation of road maintenance and improvement plan**
- **Exploring new revenue sources for road improvements**
- **Managing an aging infrastructure system**
- **Implement the street tree management program**

Candidate Qualifications:

- **Bachelor's Degree in civil engineering, engineering technology, construction management or a related field and seven or more years of experience in public sector construction and public works-type construction management and supervision.**
- **Professional Engineer (PE) license is preferred, but not required.**
- **The City, at its discretion, may consider an alternative combination of formal education and work experience.**
- **State of Michigan Vehicle Operator's License.**
- **Considerable knowledge of the application of surveying, construction inspection and civil engineering practices and procedures.**
- **Proficiency in the use of spreadsheet and word-processing applications and ability to learn and administer computerized maintenance management software as implemented by the City. Knowledge of computer-aided design programs is desirable.**
- **Ability to read and interpret blueprints and specifications.**

- **Familiarity with construction materials, equipment, and supplies used in public works and engineering work.**
- **Ability to assemble data and to prepare clear and accurate reports.**
- **Ability to travel to various locations within the City.**
- **Ability to effectively communicate and present ideas and concepts orally and in writing, and to respond tactfully to complaints.**
- **Ability to critically assess situations, solve problems and work effectively under stress within deadlines and changes in work priorities.**
- **Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, City officials, project contractors and the public.**
- **Skill in planning, coordinating and scheduling routine and emergency maintenance and repair.**
- **Skill in estimating the materials, labor, and equipment required to complete a broad range of public works maintenance, repair, and construction projects.**
- **Skill in training, supervising, and evaluating employees engaged in public works activities.**

Compensation and Benefits

This is a full-time, exempt position with a salary range of \$77,000 - \$96,500 per year. Provided benefits include paid holidays, vacation, sick time, personal time, employer-paid premium health and dental insurance, life insurance, and MERS hybrid plan retirement.

APPLY TODAY!

Apply via email with cover letter, resume, and five professional references by February 16, 2025. Applications and any questions or enquiries regarding the position can be made to the City Manager by email to smoyer-cale@hastingsmi.gov or by calling 269-948-3875.

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