

CITY OF HASTINGS JOB DESCRIPTION

DIRECTOR OF PUBLIC SERVICES

Supervised By: City Manager

Supervises: All Public Services employees, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the supervision of the City Manager directs and coordinates all public works-related services including planning, operations, construction improvements, and maintenance of all City infrastructure and City owned properties. Oversees a scope of responsibility to include parks and recreation facilities, wastewater collection and treatment system, water treatment and distribution system, streets maintenance and other areas. Assists and supports the City Manager on a variety of special projects as necessary.

Essential 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. Directs a team of Superintendents and other subordinate personnel involved in maintaining the City's public infrastructure and utilities. Determines work priorities, monitors performance and oversees training, discipline and other personnel actions. Complies with the directives for the Director of Public Services as outlined in the City of Hastings Charter.
2. Provides supervisory oversight of all private development within the City, with particular emphasis on work that is to become publicly owned or operated.
3. Directs and coordinates activities of the water distribution system, sanitary sewer collection and treatment system, vehicle maintenance, street maintenance, park and recreational facilities maintenance, building maintenance and all other public works related activities.
4. Visits project sites to monitor work progress of employees and contractors. Coordinates response to after-hour emergencies and projects with the Superintendent of Streets and Utilities Superintendent.
5. Prepares departmental budget and monitors financial compliance for responsible areas. Manages departmental expenditures to ensure department remains within the approved budget.

6. Prepares requests for proposals and solicits bids for professional services such as planning and engineering. Prepares and lets sealed bids for necessary services and materials under the purchasing policy for the Department of Public Services.
7. Prepares and submits applications for state, federal, and other grants related to infrastructure and property improvements.
8. Prepares plans and specifications as necessary to acquire permits and complete “in-house” infrastructure improvement projects (water, sanitary sewer, storm water sewer, etc.).
9. Prepares and submits necessary documentation for State and Federal programs (MDOT Act 51, etc.).
10. Participates in community activities. Maintains public accessibility. Is responsive to the public needs. Maintains positive relationship with the public and local business owners.
11. Maintains active involvement in labor negotiations, and employee relations dispute resolution.
12. Attends City Council meetings. Provide reports and attends Planning Commission, ZBA, DDA, LDFA, BRA and other meetings as necessary. Actively participates in public meetings and public discussions.
13. Assists the Planning Commission and Community Development Director with technical review of site plans.
14. Acts in a project manager capacity for various City projects, including developing and controlling project budgets and schedules.
15. Acts as liaison between the billing department personnel, and utility customers and Department of Public Services staff.
16. Participates in professional training programs and activities as necessary to constantly improve professional performance in the field of community development.
17. Performs other duties 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:

- 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.
- 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 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.

- Skill in the use of office equipment and technology, including Microsoft Suite applications, GIS and database software specific to the department; and the ability to master new technologies.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, contractors, professional contacts, City administrators, vendors and the public.
- Ability to attend evening meetings as required in serving the City Council and boards and commissions.

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.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, if needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The employee is regularly exposed to outside weather conditions, moving mechanical parts, fumes, dust and airborne particles, and may occasionally be exposed to hazardous materials. The noise level in the work environment varies from quiet to loud.

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The City of Hastings provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.