



## POSITION DESCRIPTION

Position: Deputy Director of Public Works		Department: Department of Public Works	
Reports to: Director of Public Works		FLSA Status: Exempt	
Location: DPW Facility	Division: N/A	Pay Grade N/A	
Revised: November 10, 2017	Last Reviewed: June 1, 2006	Union: N/A	Status (FT/PT/Temp): Full-time

### **GENERAL PURPOSE**

Performs a variety of supervisory and complex, administrative, skilled, technical, and professional work in planning, organizing, directing, and supervising the Department of Public Works, including water, sewer, storm drains, street, fleet, traffic control, facilities, parks, engineering, street lights, sidewalks and other public works projects and programs.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Department of Public Works Director.

### **SUPERVISION EXERCISED**

Exercises close supervision over field and fleet managers, DPW maintenance workers, equipment operators and clerical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists the Director of Public Works with project, program, and contract administration relating to public works activities, with attention given to departmental policies, procedures, and scheduling of infrastructure extension and maintenance.

Determines work procedures, prepares work schedules, and expedites workflow through planning and implementation of construction, maintenance, and operational activities designed to provide quality public facilities and infrastructure for the city.

Assigns duties; oversees project management and the maintenance of infrastructure field activities to determine acceptability and conformance to policies and procedures including compliance with time and budget parameters for the project.

Conducts various analyses and inspections of the city's facilities and infrastructure to develop programs, train and supervise employees, including supervisory personnel performing the duties of maintenance, construction, and repair.

Assists in overseeing the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public works contracts.

Coordinates preparation and updates of the city infrastructure and system maps, GIS data base, other information management or work management programs and comprehensive plans as assigned.

Makes recommendations to standardize public works department policies and procedures to improve efficiency and effectiveness of operations.

Prepares and documents budget requests; oversees and administers adopted budget in public works department as assigned.

Assists with the preparation and administration of the department's five (5) year budget.

Assists with planning, organizing, coordinating, supervising and evaluating programs, plans, services, staffing, equipment and infrastructure of the public works department.

Evaluates public works department needs and formulates short and long range plans including transportation, street, water, sewer, drainage, facilities and park maintenance as assigned.

Assists with directing the construction, annual maintenance and repair programs for the City's facilities, roads, water, sewer and storm drain infrastructure and all associated or related appurtenances consistent with public works activities, including public rights-of-way, parks and cemetery grounds.

Assists with overseeing public works department review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Monitors inter-governmental actions affecting public works.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services.

Coordinates contact between city and the Road Commission for Oakland County as related to roads and appropriate storm drainage facilities, or Great Lakes Water Authority as related to water/sewer service contracts.

Enforces department work rules and regulations and labor contract provisions; assists in employee disciplinary proceedings. Maintains harmony among workers and assists with resolving grievances.

Analyzes and projects the needs of city for new facilities and infrastructure and future repair and replacement including necessary equipment for proper completion and maintenance of the same.

Provides recommendations and develops specifications, bidding, and contract documents for service and equipment purchases including all supplies, and materials needed for effective department operation.

Analyzes monthly operating costs, exercises expenditure controls, and makes recommendations for the department budget.

Approves requisition of needed supplies for the department and maintains a variety of records relating to personnel, equipment and supplies.

Advises city manager, attorney, engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding department services.

Ensures proper response to complaints regarding facilities, roads, property maintenance, water service and quality, sewer backups, and drainage problems, including proper evaluation of the situation to determine, cause of condition, corrective action needed, and potential for liability; provides an appropriate explanation of findings to property owners when required. Adjusts errors and complaints.

Ensures resident and business owner notification in areas where water and sewer services will be disrupted or roads may be closed or obstructed, due to construction or repair including anticipated starting and ending times for the work being performed.

Ensures timely reading of utility meters and billing of utility accounts; maintains a monthly report of delinquent utility accounts and special assessments.

Develops programs for the safety of maintenance workers and equipment operators; instructs appropriate individuals in proper safety procedures.

Assists in motivating and evaluating personnel; acts as a liaison between department staff and other management personnel.

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

Serves as backup director for the department.

Attends meetings of the City Council and other public information forums as necessary and provides administrative support.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Bachelor of Science in civil engineering, public or business administration or related field, and
- (B) Minimum of seven years previous public works experience preferably as DPW or Deputy DPW Director;
- (C) Any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws, and regulations affecting division activities;
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to guide, direct and motivate employees; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

### **SPECIAL REQUIREMENTS**

- (A) Valid state driver's license, or ability to obtain one.
- (B) Experience with Civil Engineering and Construction desired, but not required.
- (C) State of Michigan S1 water distribution certification desired or equivalent out of state certification. Candidates not currently possessing this certification will be required to obtain within two years from date of hire in order to maintain ongoing employment.

### **TOOLS AND EQUIPMENT USED**

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing, GIS and other software, copy and fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places, confined spaces and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and nicotine testing; additional job related tests may be required.

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.

Approval: \_\_\_\_\_  
Director of Public Works

Approval: \_\_\_\_\_  
City Manager

Approval: \_\_\_\_\_  
Employee