



## VILLAGE OF HOWARD CITY JOB DESCRIPTION

### PUBLIC WORKS SUPERVISOR

**Supervised By:** Village Manager  
**Supervises:** All Public Works personnel and others assigned to Public Works duties

#### **Position Summary:**

Under the general supervision of the Village Manager, plans, organizes, and supervises the operations and personnel of the Public Works Department. Performs related administrative duties and oversees all operational areas including water production, water distribution, sanitary sewer distribution, ice and snow removal, and the maintenance of streets, parks, buildings, grounds, and storm sewer systems. The Public Works Supervisor is classified as a salaried position and on occasion is expected to work over 40 hours.

#### **Essential Job Functions:**

*An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list 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, organizes, and directs all aspects of departmental operations and personnel. Develops project plans and preventive maintenance schedules, determines work priorities, allocates appropriate resources and ensures work is completed according to schedule and within department standards for quality.
2. Supervises departmental personnel. Trains, schedules, monitors and evaluates employees accordingly. Hires and disciplines departmental employees subject to approval by the Village Manager.
3. Develops, reviews, and revises long-term plans to improve public works operations. Recommends and implements policies, rules and procedures that are approved by the Village Manager. Advises and assists the Village Manager and Village Council regarding departmental issues.
4. Monitors and enforces municipal policies, safety rules in accordance with departmental procedures and OSHA/MIOSHA regulations. Coordinates safety training and related programming to ensure proper staff preparation.
5. Assesses department operations, staffing levels, facilities, and equipment. Prepares operational reports for the Village Manager and Village Council. Provides technical expertise, makes presentations and recommends strategies to improve departmental efficiency and quality.
6. Helps prepare and present annual budget requests to the Village Manager, monitors departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Identifies departmental needs and oversees equipment and supply inventories and purchasing for the department.
7. Prepares bid specifications for equipment, maintenance services and construction, and special projects. Researches vendors and products, develops and coordinates the bid and selection process with administrative offices. Makes recommendations and monitors contracts for compliance with specifications.
8. Inspects the Village's infrastructure for water, sewer, lift stations, parks, and roads. Recommends and prepares cost estimates and long range schedules for maintenance, construction, and replacement projects. Develops capital improvement plans and coordinates current and future projects with other Village departments, project engineers, and contractors.

9. Tracks projects and activities, collects data, and prepares correspondence and general reports to achieve compliance with applicable reporting and regulatory requirements. Interacts with representatives from other governmental units and regulatory agencies as necessary.
10. Reviews all traffic engineering problems with the Village Manager. Makes related recommendations and implements special projects as needed.
11. Oversees landscaping, grounds, and facilities maintenance in Village parks and Village proper.
12. Keeps up to date with developments and new administrative techniques in the public works field. When approved, attends conferences, workshops, and seminars as appropriate.
13. Acts as department spokesperson, establishing and maintaining effective relationships with the public, area businesses, Village officials, and other employees and administrators. Responds to public inquiries, investigates complaints as necessary.
14. Attends meetings when requested by the Village Manager and responds to emergencies as necessary, including those which occur outside of normal business hours. Participates in maintenance and repair work as operational needs demand.
15. 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:

- An Associate's Degree or the equivalent in civil engineering, construction management, or a public works-related field preferred.
- Five or more years of progressively more responsible experience in public works and water systems, including supervisory and administrative duties.
- A valid Michigan Commercial Driver's License (CDL-B) or able to obtain one within six months of hire.
- Water distribution certification at the level appropriate for the Village's population and treatment process (S3) or able to obtain within six months of hire.
- Water treatment certification at the level appropriate for the Village's population and treatment process (D3) or able to obtain within six months of hire.
- Municipal Wastewater Operator Certification at the level appropriate for the Village's population and facility (L2) or able to obtain within six months of hire.
- Knowledge of the civil engineering principles, practices, and methods applicable in a municipal setting.
- Knowledge of water and sewer systems and the public health and safety regulations governing a municipal water distribution system.
- Knowledge of the equipment, materials, and approaches utilized in public works operations and related safety procedures.
- Knowledge of parks operations and grounds maintenance.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Posses the ability to write a grant.
- Skill in the use of standard office equipment, including computers and related software.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to maintain discipline, lead, and command employees effectively under emergency conditions, and work effectively under stress and within deadlines and changing work priorities.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, other professionals, Village officials, administrators, and employees.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.
- Ability to effectively train, lead, and motivate employees.

**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 is regularly required to communicate with others in person, in writing, on the telephone and by various other technological means. The employee frequently is required to view written documents and inspect the work of subordinate employees. The employee is frequently required to travel to other locations. If participating in a job, the employee may be required to have the requisite strength, mobility, and dexterity to operate equipment or access work sites. While performing the duties of this job, the employee regularly works in a business office setting and in the field to inspect, work, and direct projects. The employee is regularly exposed to moving mechanical parts and/or heavy equipment, adverse weather conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment ranges from quiet to loud.

***The Village of Howard City is an Equal Opportunity Provider and Employer***