

Employment Type: Full Time

Department: Department of Public Works (DPW)

Description: GENERAL STATEMENT OF DUTIES:

Assists in the oversight of the DPW including, but not limited to, township sidewalk program, capital improvement plan, facilities maintenance, road improvement plan, utility improvement plan, GIS, bid preparation, project management, plan review and records.

Duties: ESSENTIAL DUTIES AND RESPONSIBILITIES:

(An employee in this class may be called upon to do any or all of the following; these examples DO NOT include ALL of the tasks which the employee may be expected to perform).

- Assists with managing the day-to-day DPW operations as directed
- Compiles and administers the annual department budget including capital improvement plans and related long-range objectives. Ensures purchasing procedures are properly executed
- Provides leadership and motivation to all subordinates and promotes unity and positive working relationships between all department personnel and other Township officials and employees, as well as other State, County and local officials
- Supervises DPW staff including assigning work tasks and administering discipline as needed
- Manages off hours and emergency calls and distributes workloads as appropriate or as required
- Assists with ensuring compliance with federal regulations, Township ordinances/policies, State statutes and environmental regulations to secure the safe and efficient operation of the department
- Coordinates training for DPW personnel and evaluates the performance of departmental employees
- Develops and maintains departmental work plans for subordinate personnel
- Assists with the oversight of the purchase of supplies and equipment utilized by the DPW and controls expenditures within authorized limits
- Assists with coordinating Public Works Department activities with the Township's consultants in matters relative to public improvements, construction and repair projects. Make recommendations for public improvements to the Township Supervisor and the Township's consultants
- Manages the Township's facilities and directs the work of the DPW staff as necessary in the maintenance and repair of Township-owned buildings and properties. Including snow removal, ice control, lawn mowing, shrub and tree maintenance, etc
- Review Special Event applications for park use. Assist with set-up and take-down of Township's special events
- Oversee, arranges and/or performs maintenance and repair of department facilities: water plant, waste water treatment plant, vehicles, etc. Coordinates and/or performs regular tests to ensure proper functionality. Records all tests and maintenance activities
- Maintains records, prepares reports and other specialized maintenance records of facilities and equipment
- Prepares and reviews correspondence, records and reports timely
- Reviews and processes complaints to departments and divisions for investigation, correction and report
- Represents the DPW on various committees and at various meetings as directed. Prepares and delivers presentations, as needed. Included but not limited to:
 - Monthly administrative team
 - Monthly Parks and Recreation Advisory Board
 - Quarterly water meetings with OCWRC and CES

- As needed meetings with the Western Oakland County Trailway Management Council
- Supervises and reviews legislation and ordinances relative to the areas of responsibility involved, and prepares preliminary studies, reports and recommendations for the Township Supervisor
- Continuously reviews programs of Public Works activities and makes recommendations to the Township Supervisor for improvements, alterations and other changes
- Safeguards the confidentiality of Township administration by exercising discretion in communicating information to residents, property owners, officials, administrators, staff, consultants and the general public, and handling departmental records and files, personnel actions, performance evaluations, merit, promotion and tenure decisions and similar confidential materials
- Performs other reasonably related manual labor and administrative functions as assigned to preserve the integrity of Public Works structures, facilities and projects, to foster good public relations, or as assigned by the Township Supervisor

Qualifications: NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles, techniques, equipment, machines, materials, safety precautions and operating practices of municipal public works operations
- Thorough knowledge of safety hazards and applicable safety precautions
- Considerable knowledge of administration and budgetary methods and procedures
- Considerable knowledge of employment and personnel laws, practices and procedures
- Good knowledge of human relation techniques, using tact, patience and courtesy
- Skill in the inspection and maintenance of mechanical equipment, pumps, mains, and related facilities, as well as street and roadway surfaces
- Skill in maintaining and updating records, documents and computer files and related software (including any public works related software)
- Ability to supervise and coordinate the activities of a department of public works
- Ability to read, understand and apply public works manuals, techniques and policies
- Ability to effectively communicate and present ideas and concepts orally and in writing
- Ability to establish and maintain effective working, communicative relationships and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, Township administrators and officials, other staff and the general public
- Ability to critically assess situations, prioritize multiple tasks, maintain attention to detail, solve problems and work efficiently under stress, in emergency situations, within deadlines and changing work priorities
- Ability to be outside for extended periods of time under varying weather conditions
- Ability to understand, follow and implement oral instructions, work orders, established maintenance and service schedules, blueprints, reports, electronic records, sketches, and rough notes

QUALIFICATIONS NECESSARY FOR CONSIDERATION

- A) Valid Michigan driver's license and maintain good driving record.
- B) Graduation from a college or university with a recognized standing degree in civil engineering, forestry, landscape architecture, public administration or related field.
- C) Six (6) years of experience is required in public works activities and at least two (2) years of experience at the supervisory level is required.

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 to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is regularly required to stand, walk and drive a vehicle. The employee is occasionally required to climb, balance, stoop, kneel, crouch, bend, crawl and smell.

The employee must occasionally lift, drag, carry, or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck regularly, extend arms overhead regularly, and turn completely around from fixed stance.

WORK ENVIRONMENT

Work is regularly performed in a business office setting and is often exposed to a variety of wet, cold, hot and/or humid outside weather conditions, moving mechanical parts, active building/construction sites, toxic or caustic chemicals, high, precarious places or confined spaces, and near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet to moderate and can occasionally be loud in the field.

SELECTION GUIDELINES

Applications and/or resumes will not be considered after June 23, 2017. Please submit Resumes to Lyon Township, 58000 Grand River Ave, New Hudson, MI 48165 or email to mmullin@lyontwp.org. For any questions, please call 248-437-2240.

Formal application, rating of education and experience; oral interview and reference check; 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.