GENERAL SUMMARY:

As a Division Director, this salaried at-will employee exercises independent judgment and decision-making responsibility in carrying out a wide variety of leadership roles and assignments. The Director of Public Works and other Division Directors serve as members of the organizational executive team working with and reporting to the City Manager. Responsible for protecting and preserving the assets of the City of Mt. Pleasant and meeting the needs of its citizens.

POSITION RESPONSIBILITIES: (By illustration and not limitation)

- Participates in the development and implementation of an organizational direction and institution of city-wide projects and programs which support the City Commission goals, benefit the community, and promote sustainability.
- Utilizing a participatory management style, leads and manages the Public Works Division, including the Airport, Engineering, Street, Wastewater and Water Departments to ensure continuous improvement in service delivery; manages consultant contracts; participates in the development and oversight of the division’s annual operating budgets and five-year capital improvement plan; prepares and submits reports; maintains up-to-date knowledge in areas of responsibility; and attends City Commission and other meetings.
- Performs related work as requested.

MINIMUM REQUIREMENTS:

Education:
- Graduation from a recognized college or university with a Bachelor’s Degree in public administration, management or related field with progressively responsible executive level experience in public works administration sufficient to meet the required knowledge, skills, and abilities. Master’s Degree preferred. Current registration as a Professional Civil Engineer will be given additional consideration.

Knowledge Of:
- Best practices in public works, engineering, planning, and administrative principles, practices, and procedures.
- Contract administration and oversight and effective project management principles and performance standards.

Skilled In:
- Goal setting; program development and implementation; employee development; mentoring and supervision; budgeting; and communication.
- Using an inclusive management style; exercising a collaborative approach to problem solving; championing innovation; exhibiting honesty and personal/professional integrity and fairness.
- Planning, organizing, prioritizing and coordinating and completing a variety of complex activities in a timely, efficient, and effective manner.
Ability To:

- Serve as a member of the executive team; participate in city-wide strategic planning efforts and address city-wide policy and management issues.
- Build and actively participate in the maintenance of professional work teams.
- Communicate clearly and concisely, both orally and in writing, and establish and maintain positive working relationships with employees, co-workers, and elected officials.
- Instill a strong customer/owner service focus and interdepartmental collaboration.
- Read, analyze, and interpret civil engineering drawings, blueprints, plan specifications, technical procedures, professional journals, and government regulations.

Additional Requirements:

- Must reside and maintain principle domicile within the limits of Isabella County or within 20 miles from the nearest city limit, whichever is greater, within twelve months of hire.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT:

The physical and mental 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.

The employee is regularly required to handle, feel, reach, talk, hear, and transport self to meetings; frequently required to sit, stand, move about, and walk; and occasionally climb or balance, stoop, kneel, or crouch. Vision abilities include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus. Must be able to read, write, analyze, reason, supervise, comprehend, evaluate, organize, effectively communicate, and handle the stress associated with the demands of the position. The employee is occasionally exposed to wet and/or humid conditions, and outside weather conditions. The noise level in the work environment is usually moderate.

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All functions are considered essential