

Director of Public Works

GENERAL SUMMARY

The primary function of this position is to manage the Department of Public Works (DPW). This position reports directly to the Board of Public Works (BPW) and the County Administrator. As a GTC County employee, this position provides strategic direction for the department under the general guidance of the Board of Commissioners (BOC) through the County Administrator and consistent with the County's overall mission and policies.

Oversees the routine daily activities associated with township water/sewer systems and the county septage receiving facility. These activities include budget/asset management, operation & maintenance, repair/replacement, contract management, billing/receipting, system permitting, asset management, and supervision of department employees.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. Maybe required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

Administration

- Supervises all staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting job applicants, training, disciplinary decisions and actions, and establishing and evaluating performance standards in accordance with County objectives.
- Directs, manages, administers, monitors, and oversees all operations and activities of the DPW in a manner that conforms to the mission, goals, and objectives of the BPW and the County. May participate in the work of subordinate employees. Ensures the smooth, harmonious, and successful operations of the department.
- Serves as the primary technical advisor to the BPW and BOC (through the County Administrator) regarding public works issues and projects. Serves as the liaison between the DPW and boards/commissions, local units of government and the public.
- Oversees the strategic development of the department, including its operation/function, develops strategic plans and initiatives, generating ideas and recommendations for improvements, developing/implementing new policies and procedures, assessing staffing needs, and analyzing financial and operational data.
- Manages contracts with vendors, contractors, and consultants, including the development of RFP/RFQ and contract terms, oversight of the work of vendors/contractors and evaluation of vendor/contractor services.
- Prepares and coordinates BPW meeting agendas with the BPW Chair to provide efficient, productive, and informative topics for consideration for the BPW. Assists in the preparation of meeting minutes and ensures compliance with the Open Meetings Act and with County policy regarding meeting notices and recordkeeping.
- Provides comprehensive customer service, including delivery of prompt, accurate, and courteous assistance on complex policies, guidelines, and standard practices to

internal and external customers, both verbally, and in writing. Investigates and resolves complaints and concerns from customers and constituents.

- Oversees the monthly billing of water/sewer customers and monitors customer account status for certification of delinquent service pursuant to ordinance requirements, including the application of penalties, interest, and/or shut off as necessary.
- Ensures department compliance with various State and Federal statutory regulations and directives. Communicates potential legal or regulatory changes for the department to the County Administrator, BPW and the BOC. Seeks to ensure that the department policies, procedures, and activities are consistent with industry standards and best practices.
- Works with the County Administrator to ensure compliance with the Freedom of Information Act (FOIA); designated the department FOIA Coordinator.
- Collaborates with other county departments/representatives and other jurisdictions/agencies to establish and maintain optimal department operations and appropriate services to constituents and customers.

Operation and Maintenance

- Assists in the preparation of the annual department budget, reviews financial reports for adherence to the budget, prepares budget adjustments/amendments, reviews and authorizes accounts payable/receivable activities. Manages assigned accounts and funds.
- Performs other financial functions and responsibilities related to the department, which may include grant writing and management.
- Oversees the day-to-day activities of the water/sewer personnel to insure proper operation/maintenance of the municipal water/sewer systems and compliance to federal, state, and local regulations. Safeguards public health and the environment through adequate staffing levels, proper certifications and training, equipment and inventory, and budget levels.
- Prepares and maintains system asset management plans, including general maps, asset condition assessments, and capital improvement plans and submits recommendations to the BPW for consideration and analysis.
- Ensures compliance with regulatory agency reporting requirements, including public notices, operating reports, system water quality reporting, customer inspections, and sewer spills; reporting requirements also include insuring information is available to the customers and public.
- Acts as agent for township water/sewer ordinance regulation and enforcement. Reviews and approves new connection permits and oversees fee calculations. Ensures customer files are accurate, complete, and current.
- Reviews engineering plans for water/sewer construction and ensures adherence to standard specifications. Coordinates with township engineers for turn-over of developer installed water/sewer infrastructure.
- Assists townships with financial review of operation/maintenance costs and revenues to insure adequate monthly fees to cover all costs of system ownership. Provides recommendations on charges, fees, and rates; assists with ordinance and standard

specification updates.

Septage Receiving Facility

- Oversees the day-to-day operations of the septage receiving facility, insuring compliance with county regulations, system operating parameters, and city of Traverse City Sewer.
- Ordinance limitations through management of a third-party contract for operation/maintenance of the facility.
- Provides monthly reporting on budget status and operational concerns to the County Administrator and BPW.
- Prepares and implements the capital improvement plan and associated asset management plan for the facility.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Six to eight years of directly related, progressively responsible experience, including at least four years of supervisory or managerial experience.
- Bachelor's degree in civil engineering, Public Administration, or related field and/or advanced experience in sewer/water technical operations.

CERTIFICATIONS, LICENSES

- Must have valid driver's license and personal vehicle insurance and maintain eligibility to drive as per the County's Vehicle Policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation.

Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the department to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation
- Advanced knowledge of federal, state, and local legislation, regulations, and ordinances relevant to water and sewer operation, management, and maintenance.
- Advanced knowledge of water and sewer design, construction, planning, permitting
- Advanced knowledge of water and sewer billing and collection
- Advanced knowledge of governmental accounting, budgeting, financial management, and procurement
- Advanced knowledge of utility rate setting
- Thorough knowledge of the County's culture, mission, and organizational dynamics
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of
- other agencies
- Expertise with supervisory and management principles
- Understanding of applicable policies and procedures governing hiring, employment and separation of employees, employee rights, protections, and avenues of appeal
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in crisis management, including the management of critical incidents

Grand Traverse County, MI Job Description

- High level of experience in a unionized environment; expertise in negotiation and facilitation of labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully
- Ability to lead with vision and demonstrate strong leadership qualities
- Ability to take initiative and drive organizational excellence
- Ability to develop and execute strategic plans, champion and manage change, and articulate County leadership's priorities
- Ability to identify and resolve problems that may impact the mission of the department and the County
- Ability to appropriately and effectively represent the County in a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to persuade others to gain concurrence or to resolve problems and gain cooperation
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgement
- Ability to think analytically and apply sound judgement, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to organize and maintain paper documents and electronic files
- Ability to maintain confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently