



CITY OF KENTWOOD EMPLOYMENT OPPORTUNITY Director of Public Works

ABOUT KENTWOOD, MICHIGAN

VISION

The City of Kentwood is a diverse Michigan community where people can find opportunity, safety, health and happiness.

MISSION

The City of Kentwood provides high-quality services to foster a thriving community for all.

STRATEGIC AREAS OF FOCUS



Quality Services



Strong Neighborhoods



Sustainable Economy



ABOUT KENTWOOD PUBLIC WORKS DEPARTMENT

The **Department of Public Works** helps keep the community beautiful and functional with a team of nearly 30 full- and part-time staff who are all cross trained.

DPW is responsible for maintaining the City's infrastructure, which includes more than 150 miles of pipes underground and more than 155 miles of streets above ground, as well as the City parks and grounds, buildings and fleet of vehicles.

There are **five divisions** that do this work:

- Building Maintenance
- Fleet Services
- Grounds Maintenance
- Streets Maintenance
- Utilities Services

DPW also offers brush and leaf drop-off services for residents at its facility each fall and spring. The DPW facility is also a Kent County SafeChem site.

KENTWOOD INFRASTRUCTURE STATS

155+ MILES

of streets

40+ MILES

of sidewalk

13 MILES

of non-motorized trails

25,000

water customers

3,500 TONS

of salt used each year

1 BILLION

gallons of water pumped annually

15 PARKS

that cover **410 acres**

150+ MILES

of storm sewer pipes

4,600+

catch basins

JOB DESCRIPTION

COMPENSATION AND BENEFITS

The compensation range for this position is **\$84,285-\$121,538**, dependent on qualifications and experience. The City offers a comprehensive benefits package that includes a 12% employer contribution to a retirement plan, low-cost medical, dental and vision plans, employer-paid life and long-term disability insurance, 12 paid holidays, 3 weeks of vacation to start, 12 annual sick days and 3 personal days. The City also provides a smartphone and covers the cost of employee job-related training, certifications and licenses.

SUMMARY

Responsible for planning, coordinating and leading the City's Public Works Department functions and staff.

ESSENTIAL FUNCTIONS

Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by the employee within this classification. Essential duties and responsibilities may include but are not limited to the following:

- Establishes and maintains cooperative relationships and communications with Mayor, City Commissioners, City departments, attorneys and local boards, committees and groups.
- Directs the development and implementation of strategies, goals, objectives, policies, procedures and programs; provides for administrative policies, procedures and work standards to ensure goals and objectives are met and programs provide mandated services in an effective and efficient manner.
- Plans, coordinates, oversees, reviews and evaluates the work of assigned staff; provides for their professional development and their training in policies and procedures related to the work.
- Represents the department and the City in local, state and national forums; makes presentations before various advisory committees, legislative, regulatory and community groups; oversees the best interests of the City in negotiations with others to provide services or take action supportive to the City.
- Contributes to the overall quality of the City's service provision by fostering and facilitating the development and coordination of work teams; charged with reviewing, recommending and implementing improved policies and procedures.
- Prepares and administers the annual budget and strategic needs of the department.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Monitors and interprets changes in laws and regulations related to assigned activities and functions; evaluates their impact upon City activities, and develops and implements policy and procedural changes as required; drafts changes to laws and ordinances.
- Plans, organizes and manages City, department and contracted projects and programs; oversees contractors for outsourced functions; administers contracts.
- Directs the composition, performs composition and reviews specifications for equipment, supplies, building materials, etc.
- Responds to questions and concerns from the public; ensures satisfactory resolution.
- Uses standard office equipment, including a computer, in the course of the work; may drive a motor vehicle in order to attend off-site meetings and visit off-site City locations.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to execute each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

Bachelor's degree in public administration, engineering or a field related to the work AND five years of managerial experience in municipal public works OR an equivalent combination of education, training and experience.

Required Certificates, Licenses and Registrations

A Michigan driver's license is required for this position. Continued employment is contingent upon this required license being maintained in active status without suspension or revocation.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Project management principles and practices.
- Principles and practices of public works development and management in a municipal setting.
- Land use, physical design, demographic, environmental and socioeconomic concepts as applied to public works planning and operations processes.
- Principles and practices of water and wastewater operations.
- Principles and techniques of capital improvement design, construction, funding and long-term maintenance.
- Techniques for representing the department and the City in meetings and negotiations with a wide variety of individuals and groups.
- Principles and techniques for making effective oral presentations.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, codes, ordinances and regulations, including state and federal land use regulations.
- Computer applications related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Records management principles and practices.
- Social, political, economic, environmental and related issues influencing local government functions and activities.
- Techniques for engaging with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the phone, occasionally when relations may be confrontational or strained.

Skills in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a wide variety of programs and services.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost-effective and efficient manner.
- Reviewing and approving contracts, designs, plans, specifications and construction documentation
- Interpreting, applying and explaining complex federal, state and local laws, regulations and ordinances.
- Establishing and maintaining effective working relationships with public officials, community organizations, City staff and the public.
- Analyzing organizational, administrative and budgetary matters and recommending effective courses of action.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in engaging with those contacted in the course of the work.
- Managing projects and programs from the design phase through completion.

PHYSICAL/MENTAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office and field setting, use standard office equipment and stamina to sit for extended periods of time; agility to traverse construction sites and uneven terrain; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the phone.

WORKING ENVIRONMENT

Work is performed in an office and field setting. The environment is typical to that of a municipal water, sewer, street and fleet services operation.