



JOB DESCRIPTION

Public Works Director

DEPARTMENT: Public Works
SUPERVISED BY: Village Manager
SUPERVISES: All full-time, part-time, temporary, and seasonal employees of the Department of Public Works
BARGAINING UNIT: None
FLSA STATUS: Exempt
POSITION STATUS: Full-time

General Summary:

The Public Works Director reports to the Village Manager and is responsible for planning, directing, and overseeing the operations of the Department of Public Works. This position supervises, trains, and evaluates departmental staff; develops and implements departmental policies and procedures; prepares and administers the department's budget; and oversees all administrative functions of the department. The Public Works Director also performs field work as operational needs, staffing levels, and workload demands require. This position is required to serve on an on-call basis outside of normal business hours to respond to emergencies and ensure the continued operation of essential public services.

Essential Job Functions:

An employee in this position may be required to perform any or all of the following essential functions. These examples are intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of all duties. Employees may be assigned additional responsibilities as required. To perform this position successfully, an individual must be able to perform each essential function satisfactorily.

1. Confer with the Village Manager, Village officials, consultants, contractors, utility providers, and staff regarding public works operations, capital improvement projects, maintenance activities, and departmental priorities. Identify and recommend needed improvements or replacement of Village infrastructure, including streets, water and sewer systems, parks, buildings, grounds, equipment, vehicles, and technology.

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2. Plan, organize, assign, supervise, coordinate, review, and evaluate the work of all full-time, part-time, temporary, and seasonal Department of Public Works employees. Oversee and monitor the performance of contractors and vendors providing public works services to the Village.
 3. Administer the provisions of applicable collective bargaining agreements for departmental employees and participate as a member of the Village's collective bargaining team at the direction of the Village Manager.
 4. Develop, implement, and manage departmental work plans, schedules, and staffing assignments to ensure efficient year-round and seasonal operations.
 5. Direct and oversee the operation, maintenance, repair, and regulatory compliance of the Village's streets, water distribution system, sanitary sewer system, parks, public facilities, fleet, and related infrastructure. Serve as the Village's Water System Operator in Charge and oversee water quality testing, reporting, lake level management, GIS, and other departmental technologies.
 6. Inspect and evaluate the work of employees and contractors to ensure compliance with established standards, project specifications, safety requirements, and proper operation and maintenance of equipment.
 7. Conduct field inspections of construction, maintenance, and capital improvement projects to monitor progress, quality, and compliance with project requirements.
 8. Ensure that all required reports, permits, inspections, testing, and regulatory filings are completed accurately and submitted in a timely manner to federal, state, county, and local agencies.
 9. Direct the preparation, maintenance, retention, and management of departmental records, correspondence, reports, permits, contracts, and other official documents in accordance with applicable laws and record retention requirements.
 10. Investigate, respond to, and resolve citizen concerns, service requests, and complaints related to departmental operations.
 11. Develop and administer the departmental operating and capital budgets. Monitor expenditures, recommend equipment purchases and capital improvements, prepare purchase requisitions, authorize expenditures within approved limits, and review and approve invoices for payment.

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12. Participate in field operations and perform maintenance, repair, construction, and emergency response duties as operational needs, staffing levels, or workload demands require.
 13. Develop, implement, administer, and enforce departmental safety programs, policies, and procedures in compliance with applicable federal, state, and local laws and regulations. Conduct safety training, maintain required documentation, and promote a safe working environment.
 14. Coordinate and provide assistance to other Village departments during routine operations, special events, emergencies, and other activities as needed.
 15. Respond to emergencies outside of normal business hours and direct departmental personnel during emergency operations, including severe weather events, utility failures, infrastructure emergencies, and other public safety incidents.
 16. Perform other related duties and responsibilities as assigned by the Village Manager.

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 this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Bachelor's degree in Public Administration, Business Administration, Civil Engineering, Construction Management, Public Works Administration, or a closely related field; an equivalent combination of education, training, and progressively responsible experience may be considered at the discretion of the Village Manager.
2. Minimum of five (5) years of progressively responsible experience in public works operations, including the construction, operation, maintenance, and repair of streets, water distribution systems, sanitary and storm sewer systems, parks, facilities, or related municipal infrastructure.
3. Minimum of three (3) years of supervisory or management experience directing personnel, budgets, projects, and daily operations in a public works or closely related environment, unless waived by the Village Manager.
4. Possession of a valid State of Michigan Commercial Driver License (CDL), Class B or higher, with air brake and tanker endorsements, or the ability to obtain such license within six (6) months of employment. Must maintain a satisfactory driving record.

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5. Possession of a State of Michigan S-3 Water System Operator License or higher, or the ability to obtain the required certification within a reasonable period as determined by the Village Manager.
 6. Working knowledge of municipal public works operations, asset management, construction practices, fleet and equipment maintenance, utility systems, regulatory compliance, and capital improvement planning.
 7. Working knowledge of applicable federal, state, and local laws, regulations, standards, and best practices governing public works operations, workplace safety, water systems, environmental compliance, and infrastructure maintenance.
 8. Proficiency in Microsoft Office Suite and the ability to effectively utilize work order systems, Geographic Information Systems (GIS), asset management software, budgeting software, and other departmental technologies.
 9. Demonstrated leadership and organizational and management skills, including the ability to plan, prioritize, assign, supervise, motivate, and evaluate the work of employees while fostering a positive and collaborative work environment.
 10. Ability to develop, administer, and monitor departmental operating and capital budgets and effectively manage financial resources.
 11. Ability to read, interpret, and apply engineering plans, specifications, blueprints, maps, technical reports, and construction documents.
 12. Ability to develop, implement, and administer workplace safety programs in compliance with applicable federal, state, and local laws and regulations.
 13. Ability to prepare and maintain accurate records, reports, correspondence, regulatory filings, and other departmental documentation.
 14. Excellent verbal and written communication skills, with the ability to communicate effectively with elected officials, employees, contractors, consultants, regulatory agencies, and the general public.
 15. Ability to establish and maintain effective working relationships while providing professional, courteous, and responsive customer service.
 16. Ability to respond to emergencies outside of normal business hours and perform the essential functions of the position under stressful or time-sensitive conditions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, the employee is regularly required to:

1. Sit, stand, walk, climb, balance, stoop, kneel, crouch, crawl, bend, twist, and reach while performing office, field, and construction site activities.
2. Ascend and descend stairs, ladders, embankments, and uneven terrain while inspecting infrastructure, facilities, equipment, and construction projects.
3. Maintain balance and body coordination while working on wet, uneven, slippery, or elevated surfaces.
4. Lift, carry, push, pull, and move equipment, tools, supplies, and materials weighing up to 50 pounds independently and heavier objects with assistance or appropriate mechanical equipment.
5. Use hands and fingers to operate tools, equipment, computers, controls, and office equipment requiring manual dexterity and fine motor skills.
6. Perform repetitive movements involving the hands, arms, shoulders, and back during equipment operation, maintenance, inspections, and administrative work.
7. Operate motor vehicles, construction equipment, and other machinery as required.
8. Possess sufficient visual acuity, hearing, depth perception, color vision, and tactile ability to safely inspect infrastructure, read plans and instruments, operate equipment, identify hazards, and perform assigned duties.

Work Environment

While performing the duties of this position, the employee is regularly exposed to a combination of office and field environments, including:

1. Indoor office settings and outdoor work sites under varying weather and environmental conditions, including heat, cold, rain, snow, wind, and humidity.

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2. Construction zones, roadways, utility facilities, parks, water and sewer infrastructure, and other municipal properties.
 3. Noise, vibration, dust, dirt, fumes, odors, gases, and airborne particles associated with public works operations.
 4. Moving mechanical equipment, motor vehicles, electrical systems, excavation sites, confined work areas, elevated work surfaces, and other hazards commonly associated with public works activities.
 5. Emergency response situations requiring work outside normal business hours, including evenings, weekends, holidays, and during adverse weather conditions.
 6. The use of personal protective equipment (PPE), including but not limited to safety glasses, hard hats, hearing protection, high-visibility apparel, safety footwear, gloves, and respirators, as required by applicable safety standards and departmental policies.
 7. Work involving moderate to high levels of physical exertion and exposure to hazards that require strict adherence to established safety procedures, federal and state regulations, and departmental policies.

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