

**CITY OF AUBURN  
JOB DESCRIPTION  
D.P.W. DIRECTOR  
FLSA EXEMPT**

**DEFINITION**

The principal function of this position is to provide administrative oversight to all operations and activities of the Public Works Department under the direct supervision of and working in conjunction with the City Administrator. The Department of Public Works Director is a working supervisor. Ability to work independently while being responsible for planning, coordinating, directing, organizing, and participating in the public works activities of the City in an effective and efficient manner; exercising independent judgment and initiative; ability to plan and administer a comprehensive public works program. Supervision, working in conjunction with the City Administrator, is exercised over the work of all employees within the Public Works Department.

**SUPERVISION**

The DPW Director position is overseen by and reports directly to the City Administrator.

**DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position but dependent upon the level of skill, ability, and expertise of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plan, organize, direct and evaluate the work of the Public Works Department employees.
- Develop a weekly written work plan that coordinates and organizes the effective operation of all public works within the City; including maintenance, operation and comprehensive planning for the sewage collection system, water distribution system, street system, storm collection system and city owned facilities. This written work plan will be presented at a weekly meeting that includes the DPW Director, City Administrator and Field Supervisor.
- Develop and implement policies and procedures designed to increase the efficiency and effectiveness of the department.
- Address infrastructure needs within the City of Auburn.
- Coordinate engineering and inspection of all public works projects.
- Serve as spokesperson for the City with regard to department operations by addressing concerns, complaints and providing general information to the citizens of Auburn and the City Commission.
- Develop a recommended budget draft for the public works department, to be approved by the City Administrator
- Administer the approved budget.
- Oversee infrastructure and equipment maintenance, repair and/or replacement.
- Establish and maintain effective working relationships with other City employees, the City Commission, business and community groups, other local governmental agencies, outside contractors, and state and federal officials.
- Participate in personnel administration including hiring, termination and grievance procedures.
- Ensure proper training of Public Works employees including OSHA and MIOSHA requirements and operation of all equipment and systems.
- Active communication with City Administrator and other appropriate employees regarding work in progress.
- Make purchasing recommendations and control inventory of the department.
- Investigate infrastructure complaints.
- Participate in public works construction and maintenance activities as required.
- Develop and implement proactive/preventative maintenance programs for vehicles, facilities, equipment and infrastructure.
- Attend mandatory City Commission and staff meetings, and other meetings as requested/required
- Assist City Administrator with various projects.

- Perform other related duties as assigned.
- Perform duties in a safe and efficient manner
- Expected to deal with the public and coworkers in a courteous and respectful manner.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Graduation from high school or GED required, post secondary degree in a public works related field preferred. Five (5) years of public works experience preferred.
- Comprehensive knowledge of current principles and practices of public works operations and municipal budgetary principles and practice desired
- Ability to direct, supervise, train and evaluate the work of others.
- Ability to effectively communicate with others both orally and in writing.
- Ability to perform a wide variety of duties and responsibilities with time-sensitive deadlines.
- Ability to use written and/or oral instructions to determine solutions.
- Working knowledge of personal computer and Microsoft Office.
- Ability and willingness to utilize information technology.
- Ability to operate heavy machinery.
- Knowledge of OSHA regulations desired.
- Must possess valid MDEQ S-3 water license preferred
- Must possess a valid Michigan Commercial Driver's License with proper endorsements.
- Must complete post-offer physical exam and drug screen.
- Be available for off-hour emergencies.

## **PHYSICAL CHARACTERISTICS OF WORK**

Driving, climbing, stooping, kneeling, crouching, walking, lifting, reaching, hearing, grasping, typing, finger dexterity and repetitive motions.

Combination of sedentary office work using computer, telephone and general office equipment; outside work involving frequent standing and walking. Includes exposure to cold and heat. Employee may also be exposed to darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards, microbiological hazards and bodily injury. The work may also expose the employee to unpleasant social situations, significant work pace pressure and irregular hours.

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

## **COMPENSATION**

Compensation is commensurate with education and experience.

## **THIS INSTITUTION IS AN EQUAL OPPORTUNITY EMPLOYER**