

**VILLAGE OF SCHOOLCRAFT
SUPERINTENDENT OF PUBLIC WORKS
JOB DESCRIPTION**

Supervised By: Village Manager
Supervises: All Public Works Personnel

General Summary:

Under the general supervision of the Village Manager, plans, directs, and coordinates the activities of the Public Works and Water Department. Has responsibility for a broad range of Public Works and Water Department functions including street maintenance and repair, parks, grounds, and building maintenance and repair. Manages the operations of the water distribution system; including treatment and pumping systems.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Plans, organizes, and directs all aspects of the Public Works Department and Water Department operations including personnel management, general administration, operations of the water distribution system, and maintenance of related equipment including buildings and grounds.
2. Monitors maintenance and operational needs and prepares reports for submission to a variety of agencies including village administration.
3. Performs standardized tests, takes samples, and regulates chemicals in water operations.
4. Oversees and participates in the routine maintenance, standard operations and special projects associated with Village streets, parks, grounds, facilities and related public works operational areas.
5. Directs and participates in the inspection of streets, sidewalks, parks, grounds, equipments and facilities to determine the maintenance needs, and to assure compliance with Village standards.
6. Oversees the water utility systems. Coordinates the needs of the Village with engineers, regulatory officials, contractors and developers. Aides in the selection of equipment and planning of infrastructure.
7. Ensures adherence to the department's annual operating budget. Oversees the purchase of supplies, equipment and materials utilized in the operations of the departments.
8. Establishes maintenance, repair, and construction priorities, develops snow plowing plans, and manages a variety of special projects.
9. Instructs employees on safety standards, precautionary procedures, and departmental policies and procedures.
10. Assesses the need for contracting of special projects and services, participates in the bidding process, and provides project oversight and quality control.
11. Keeps abreast of new developments in the field, new administrative techniques, and current issues through continued education and professional growth.
12. Acts as department spokesperson, establishing and maintaining effective relationships with citizens.
13. Performs related duties as required.

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 the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a high school diploma or equivalent supplemented by training in construction management, water/wastewater management, equipment operations and supervision.
- D-3, S-3 Waterworks System Operator Certifications required.
- Knowledge of modern public works, administration and supervisory principles and practices.
- Knowledge of safety practices, tools, procedures and material used in public works, maintenance and repair operations and skill in applying them to regular and emergency projects.
- Ability to plan, supervise and inspect the work of others.
- Knowledge in the chemical and physical processes involved in the treatment of water/wastewater.
- Ability to establish and maintain effective working relationships with employees, customers, contractors, and the public.
- Possesses mechanical aptitude and skill in operating a wide range of equipment.
- Ability to respond to public works and water department emergencies 24 hours a day.
- Ability to work effectively under stress, changes in work priorities, and in emergencies.
- Other related duties as required.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hand to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to climb or balance and enter confined spaces. The employee must frequently lift and/or move items ranging from light to very heavy in weight. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, and depth perception.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or heavy equipment, outside weather conditions, and vibration. The employee is frequently exposed to fumes or airborne particles and high water pressure systems. The employee is occasionally exposed to wet and/or humid conditions; high, precarious placed toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud.