

CITY OF BELLEVILLE
PUBLIC WORKS DIRECTOR
JOB DESCRIPTION

Department: Public Works

FLSA: Salary, FLSA-Exempt

Reports to: City Manager

Representation: N/A

Pay: \$75,000 to \$85,000 (DOE)

Date Revised: 09/12/2025

The Public Works Director is responsible for the day-to-day operations of the Public Works Department, assignment of duties, setting work standards, evaluating employees and responding to the ever-changing needs of the City and the community. This position is also responsible for the development and implementation of the departmental budget, the establishment of procedures for emergency callouts and services to maintain, repair and manage the City's streets, sanitary and storm sewer system, water system, facilities, city parks, cemetery and open spaces.

GENERAL POSITION SUMMARY:

The Public Works Director administers the union contract for represented employees and must ensure that the City complies with the contract. The Public Works Director is a critical position and important member of the City's management team. This is an exempt position that reports directly to the City Manager and will make regular progress reports to the City Council.

As the supervisor of the Department of Public Works, this position is responsible for management of the day-to-day operations of public works utility, facility and parks systems. This position communicates with City staff, other government agencies, city officials, and the public. Under general direction, performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Department of Public Works, including environmental, water, sewer, street, streetlight, storm water and other public works projects and programs.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodation, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

JOB DUTIES:

A person holding this position will be expected to carry out the job duties. Other tasks may be added or required as needs change.

- Develop and maintain positive working relationships with other jurisdictions and City staff.
- Ensure that all equipment is in safe and efficient operating condition and that all safety requirements are adhered to.
- Organize, plan and implement the day-to-day operations and work of the Public Works Department.

- Evaluate public works needs and formulate long range master plans and short- and long-range capital improvement plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage, street lighting, and building facilities.
- Participate in the development review process ensuring that adequate attention is paid to the City's infrastructure.
- Supervise the review of private project development plans for compliance with codes, regulations, master plans and standards, adequacy of applications for permits and compliance with approved plans. Supervise the preparation of reviews and update the sanitary sewer, water, storm drainage, and street system maps, database, and comprehensive plans.
- Maintain records of inspections, maintenance activity, materials and fixed asset inventories.
- Ensure that the required water and sewer reports are filed in a timely manner with full accuracy to maintain regulatory compliance with agencies/permits.
- Solve issues and problems relating to employees of the Department to ensure a positive work environment.
- Provide recommendations regarding personnel actions to the City Manager.
- Track and monitor hours worked by employees, including overtime, for compliance with the union contract and applicable state and federal law.
- Work effectively and efficiently with union representatives.
- Plan and manage department budget.
- Assist with revenue and rate projections.
- Authorize the payment of invoices.
- Order and process payments for all supplies, equipment and repair materials necessary for continuous operation of all water quality related processing systems in keeping with the best management of these facilities at the lowest cost using City policies and procedures. Make cost effective use of City resources. Keep proper inventories and records for all supplies and fixed assets.
- Ensure proper management and cost-effective use of human resources, public property, and municipal infrastructure.
- Supervise public infrastructure projects and construction activities.
- Train, supervise, evaluate and discipline Public Works employees. Respond to grievances and serve as part of the City's bargaining team in union negotiations.
- Oversee worker safety programs and procedures for compliance with MIOSHA /OSHA standards.
- Respond to system maintenance and/or emergency service calls outside of scheduled work hours.
- Prepare reports and provide technical comments at public and committee meetings.
- Perform emergency management functions as assigned.
- Plan, schedule, implement and oversee all maintenance and operation activities for, water intake supply, treatment and storage processes and inflow reduction, sewerage lift stations, treatment and effluent disposal processes to ensure all required treatment standards are met.
- Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

- Oversees the development of comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.
- Determines and enforces applicable codes, regulations, and requirements for assigned projects.
- Oversees the preparation of engineering plans and specification, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- Oversees project management for the construction of the municipal public works projects.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project. Prepares timelines for any given projects and posts them in a conspicuous place for the public to see.
- Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.
- Oversees the maintenance of infrastructure and other records.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendation.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Monitors inter-governmental actions affecting public works.
- Conducts Plan Reviews
- Performs other duties as assigned

TOOLS & TECHNOLOGY:

A successful applicant will display proficiency with using the following in the performance of the described essential functions:

- Common hand and power tools.
- Personal computer, telephones and radios.
- Cityworks asset management software
- BEACON Software as a Service utility management
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)
- Adobe (or equivalent) computer software

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

A successful applicant will display extensive knowledge in most, if not all, of the following areas:

- Equipment, facilities, methods and procedures used in maintenance, construction and repair techniques on publicly owned structures, public water systems, sewer, storm and street facilities
- Safety procedures and requirements used in equipment operation, trenching, confined space entry, street work and use of personal protective equipment
- Water distribution contamination prevention procedures in repairs to public water systems
- Sewerage contamination prevention procedures in repairs to public sewer systems
- Equipment, facilities, materials, methods and procedures used in public water and wastewater treatment systems.
- Public contracting and purchasing law and regulations

- Laws, regulations, and practices applicable to Public Works projects

Skills

A successful applicant will display skills in the following areas:

- Good computer skills, specifically, with word processing, spreadsheets, databases and internet.
- High level of interpersonal communications skill, especially in directing and motivating employees, and, communicating with management and members of the public.
- High level of organizational skills.
- Operating tools and equipment

Abilities

A successful applicant will display abilities in the following areas:

- Troubleshoot technical problems.
- Apply management theories and principles.
- Promote positive public relations.
- Human relations skills necessary to communicate with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict and convey technical concepts to others both orally and in writing.
- Conflict management techniques
- Process control.

Work Standards:

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity and trustworthiness.
- Exhibit self-discipline.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Responsible, and dependable.
- Willingness to take on responsibilities and challenges

COMMUNICATION AND CONTACT:

An employee holding this position must have excellent interpersonal skills and be able to openly communicate verbally and in writing, provide direction for work crews, honestly evaluate employees and keep the City Manager and the Council informed.

Relationships with others:

The employee works effectively and relates well with others including supervisors, colleagues and individuals inside and outside the organization. The employee exhibits a professional manner in dealing with others and works to maintain constructive relationships.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Minimum Qualifications

- High school diploma
- Valid Michigan Driver's License, CDL-Class A
- Six years previous public works experience including at least two years in utilities, or any combination of education and experience
- S-2 water license
- Michigan Builders License, Registered with Act 54, training certified for soil erosion and sedimentation
- Able to maintain licenses with continuing education
- Prior relevant experience with supervising others and/or project management experience

Preferred Qualifications

- Bachelor's or associate degree preferred
- Prior experience working in a unionized environment
- Five years of prior relevant experience supervising others and/or project management experience

PHYSICAL DEMANDS OF POSITION and WORKING CONDITIONS

The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as Public Works Director.

- This job requires manual dexterity and coordination while operating standard office equipment such as computers, cell phones, handheld devices, radios, and calculators.
- While performing the duties of this position, the employee is frequently required to stand, sit, bend, crawl, reach, kneel, grasp, climb, stoop and manipulate objects, tools or controls. Some duties are physically demanding, requiring moving materials weighing up to 50 pounds and occasionally weighing more than 80 pounds.
- Approximately 70% of the work occurs in usual office working conditions where the noise level is typical of most office environments.
- Approximately 30% of the work can be expected at public meetings or onsite meetings, job sites or other areas with uneven terrain, machinery, construction equipment and higher noise levels generally associated with machinery and equipment.
- Visual and audible abilities are required to see or hear the various safety and warning alarms, to communicate with others when operating heavy machinery, and to identify safety hazards and warning signage.
- Work is performed daily under all weather conditions and includes exposure to inclement weather, noise, vibrations, heavy traffic conditions and active construction sites.
- The employee may be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals, heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infectious waste, and high voltage equipment requiring the use of safety devices and precautions.

Essential competencies of this job are described above. They may be subject to change at any time. 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. The job description does not

constitute an employment agreement between the City of Belleville and the employee and may be changed by the City at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

The City of Belleville is committed to complying fully with Michigan's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified people with disabilities. The City will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates undue hardship on the City's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact the City Manager.