



City of Grayling
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Grayling, MI 49738
Phone - (989) 348-2131 Fax – (989) 348-6752

February 1, 2021

POSTING

PUBLIC WORKS DIRECTOR

Supervised by: City Manager

Supervises: Department of Public Works Staff

Position Summary:

Responsible for supervising, evaluation, implementing disciplinary actions, organizing, training and maintaining records for the public works department (water, sewer, roads, parks and facilities). Responsible for organizing field service work, working with utilities, and direct customer contact. Responsible for organizing daily work assignments, attending occasional after-hours meetings of the City Council and other Committees on an as needed basis.

- Operating the lift stations, pump stations and storage facilities.
- Maintaining compliance with all Michigan Department of Environment, Great Lakes and Energy (EGLE), EPA and other local, state and federal requirements.
- Analyze complex engineering and maintenance issues to evaluate solutions, provide sound recommendations and develop courses of action
- Coordinating with inspections and contracted engineering staff on design and construction projects.
- Maintaining effective working relationships with staff, engineers, contractors and governmental officials.
- Serving on boards and committees as assigned, representing the City at professional meetings, and delivering presentations as needed.
- When necessary, respond to after-hours emergencies.

Ideal Candidate:

An important member of the City's leadership team, the position of Public Works Director requires highly developed management, organizational, and technical skills. The new Director will manage an experienced team with many years of experience in the field. The successful candidate will possess the following attributes and qualifications:

- A trusted leader with high level of personal and professional integrity
- An approachable and confident communicator who gains the respect of the team by sharing information and conveying the details of the decision-making process
- An articulate presenter with the necessary skills to effectively present and communicate ideas and information verbally and in writing to groups and individuals
- A collaborative leader with exceptional interpersonal skills and the ability to develop and maintain a deep level of trust and respect with the City management and department staff.
- An extremely organized manager capable of coordinating and overseeing multiple high-level projects at the same time
- An individual who relates well to people while maintaining focus on the best possible outcome for the City and its residents
- A confident manager with financial experience

Education & Experience

The Public Works Director position requires experience in municipal administration management and public works operations. A Michigan unrestricted L-1 and L-2 wastewater license (must be able to obtain during employment if not currently licensed). Michigan S-3 and D-3 water distribution licenses are highly desirable but shall be obtained during employment. A valid unrestricted Michigan CDL operator's license.

Wage:

Dependent on qualifications.

Posting: Open until filled

Candidates Shall submit a letter of interest and Résumé to the office of the City Manager. Information available at www.cityofgrayling.org