

PUBLIC WORKS DIRECTOR

Summary: Employee is responsible for general management and daily supervision of the Public Works Department, which includes 17 full-time employees and about 10 seasonal employees. Scope of duties include but are not limited to city streets, water and sewer utilities, right-of-way management, facilities, equipment, department public relations, cemetery, and parks. The position supervises city engineering activities; and advises the City Council on technical matters as necessary. This employee is also responsible for department planning, input to Capital Improvement Plans, budget development, and disciplinary management of department employees. Work is performed under the general direction of the City Manager.

Duties and Responsibilities:

1. Directs and supervises the daily activities of department employees either directly or through their immediate supervisors, including making field inspections of work in progress.
2. Responsible for department performance, safe operation, and budgetary compliance.
3. In consultation with the City Manager, authorizes the hiring/discipline/termination of Public Works Department employees consistent with City policies and labor agreements.
4. Is the liaison and principal contact with the Negaunee-Ishpeming Water Authority, the Ishpeming Area Joint Wastewater Authority, and is the Public Works Coordinator with the City of Negaunee. Is the City Council designated MDOT Maintenance Superintendent for the State Trunkline Maintenance Contract and MDOT Street Administrator.
5. Keeps the City Manager informed of safety incidents/accidents, insurance claims, workers compensation claims, and significant public works developments/activities.
6. Participates directly in the formulation and implementation of department policy and budget.
7. Supervises the preparation of engineering, financial, and operating reports. Negotiates with and supervises the activities of engineering consultants, private contractors, and other agencies regarding construction of new projects, repairs, and other actions.
8. Analyzes complaints and service calls received by the department and determines action to be taken in the more serious cases. Acts as initial point of contact for department public relations issues.
9. Confers with public, sales representatives, consultants, and City personnel regarding procurement activities.
10. Confers with the City Manager and City Council regarding future plans and operations.

11. Coordinates with other City Departments, staff, contractors, and other governmental agencies to insure safe, effective, and efficient department operations and activities in the community.
12. Provides staff support to the Cemetery Board and the Parks and Recreation Commission.
13. Attends all regular and special City Council meetings.
14. Monitors water system. Identifies problems, monitors changes, reviews abnormal usage reports, schedules installations, and reviews homes for unapproved/unauthorized installations.
15. Perform other work tasks as required.

Required Qualifications:

1. A minimum of six years of increasingly responsible experience in public works or commercial construction work
2. Demonstrated strong management and leadership skills
3. Michigan Vehicle Operator License
4. S-2 Water Distribution License (or ability to attain in six months)
5. Demonstrated work ethic
6. A high level of integrity

Desirable Qualifications:

1. Educational background in civil engineering or other applicable specialty
2. Previous experience working in municipal government
3. A four-year college degree

Physical Requirements:

1. Must be able to safely lift objects weighing 40 lbs.
2. Must be able to safely climb ladders, rough terrain, and large equipment

Approved by the Ishpeming City Council: 4-2025