

**CITY OF OWOSSO
JOB DESCRIPTION**

DEPUTY DIRECTOR OF PUBLIC SERVICES

Supervised by: Director of Public Services

Supervises: Department employees as assigned and contracted trade inspectors

Position Summary:

Under the general supervision of the Director of Public Services, assists in formulating plans, directs, and completes the activities of the public services department. Oversees and participates in development of services including water filtration, water distribution, wastewater treatment, sanitary and storm sewer collections, parks and recreation, fleet maintenance, street construction, geographic information systems (GIS), geodatabase management, and engineering services for the City.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Director in planning, organizing, and supervising all Public Services Department operations. These include engineering, street maintenance, water, sewer, storm water utilities, solid waste services, and facility and fleet maintenance. The Deputy Director also acts as the Director in his/her absence and may represent the City in public forums.
2. Assist in formulating department policies, goals, and objectives. Supervise professional, technical, and maintenance staff, including hiring, training, and performance evaluation.
3. Coordinate and oversee the daily operations and maintenance of city infrastructure, including streets, water and sewer systems, and public facilities.
4. Participate in the development and administration of the departmental budget and monitor expenditures. Researches grant and other fundraising opportunities for infrastructure improvements, prepares and submits applications, and administers grant funded projects. Prepares departmental financial summaries as required.
5. Manage and direct capital improvement projects within the Public Services Department.
6. Act as a liaison with other government agencies, citizen groups, and the public to resolve sensitive issues and address concerns.
7. Assist in directing departmental responses to emergencies and keeping the emergency management plan up to date.
8. Ensure departmental operations and staff comply with all relevant federal, state, and local regulations and safety standards.
9. Maintains effective relationships with county, state, and federal regulatory agencies as they pertain to departmental responsibilities.

10. Researches and drafts written specifications for requests for bids, checks returned bids, construction plans, and engineering plans submitted by bidders on municipal construction, maintenance and repair projects.
11. Makes field inspections to determine progress on public works construction or repair projects.
12. Supervise the preparation and maintenance of various records and reports.
13. Maintains cooperative relationships with peer agencies, developers, contractors, architects, citizens, other governmental agencies and municipal professionals regarding planning issues.
14. Attend City Council and other meetings in order to clarify and explain departmental programs and activities as required.
15. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.
16. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
17. Performs other duties as assigned.

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.

- Three or more years of experience in public works management, engineering, construction management, business administration or public administration required. Bachelor's degree preferred.
- Five years of progressively more responsible work experience involving various phases of municipal public works design, construction, maintenance and repair activities required.
- Registered Professional Engineer in the State of Michigan preferred.
- State of Michigan S-2, F-3, or Wastewater C certification preferred.
- Substantial knowledge of the principles and practices of a public works organization and ordinances and laws relating to public works activities.
- Considerable knowledge of the materials, methods, equipment and supplies used in the construction, maintenance and repair of streets, sewers, water and wastewater systems.
- Ability to develop and effectively present long and short-term plans and programs and to make sound decisions on operational and administrative problems.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.

- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

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

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is moderately loud when in the field and quiet when working in the office.

The employee regularly works in the field actively engaged in inspection of work which typically involves moderate physical activity and exertion including entering confined spaces, crawling, stooping, climbing or otherwise accessing all areas of a work site. An employee in this position must regularly visit work sites with treacherous terrain, fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with construction sites. An employee in this position must have the physical ability, strength and stamina required to complete visual and physical inspections in every type of weather condition. Inspections occasionally involve entering a confined space, crawling, stooping, climbing or otherwise accessing all areas of the site.