

**SAGINAW CHARTER TOWNSHIP
JOB DESCRIPTION**

ASSISTANT DIRECTOR – PUBLIC SERVICES

Supervised By: Director of Public Services
Supervises: All employees of the Public Services Department

Position Summary:

Under the supervision of the Director of Public Services, uses traditional management techniques to accomplish the daily tasks, yearly goals, and long term objectives of the department. Has direct responsibility for subordinate management supervisors and assumes administrative control of the PTO staff in Director's absence. Required to respond to emergency calls at random hours.

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. On a regular basis, meets with the Director of Public Service to review daily operations, upcoming projects, and achievement of stated goals.
2. Meets on a daily basis with subordinate maintenance supervisors to plan and assist in scheduling daily operations.
3. On a regular basis reviews and updates Federal and State mandated programs. Revises department work place rules based on "MIOSHA" regulations and Michigan Municipal Risk Authority Recommendations.
4. On a regular basis, reviews and updates all safety procedures required by Federal, State, or local government and devises and implements the proper training programs to ensure compliance with all applicable regulations.
5. Reviews daily work assignments, revising where necessary to compensate for emergencies or unforeseen circumstances. Revises schedules to insure an equitable distribution of time and duties to enable employees to remain proficient in all aspects of their job.
6. Supervises maintenance and repairs on Township water and sewer systems. Supervises all other aspects of Department of Public Services operations including the maintenance and upkeep of Township facilities and parks.

7. Inspects the construction of new facilities related to the sewer, water, and park systems and/or coordinates the efforts of consulting engineer's personnel doing the same.
8. Travels to work areas to review quality and efficiency of work, and adherence to safety standards.
9. Trains new maintenance and utility personnel to insure proficiency in all phases of their duties. Periodically meets with the Director of Public Services to evaluate employees; performances.
10. Handles first level union grievances.
11. Assumes responsibility for daily operations of the Department of Public Services in the Director's absence.
12. Resolves complaints from Township residents as needed involving the Department of Public Services.
13. Orders and coordinates delivery of materials and equipment as necessary for proper function of the Public Services Department.
14. Performs other duties as assigned by the Director of Public Services and reports all safety violations to the Director.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties personnel so classified.

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.

Requirements include the following:

- Bachelor's degree in engineering, business, public administration, or related field.
- Five or more years of progressive experience working in municipal government.
- S-1 State Certification in Water Distribution.
- A Michigan Vehicle Operator's License.
- State Storm Water Certification.

- Thorough knowledge of the professional public management techniques involved in budgeting, personnel management, labor relations, public relations, contract administration, and project management.
- Thorough knowledge of the principles and practices of civil engineering, general construction techniques, plan review, surveying and site inspection.
- Considerable knowledge of state and local building codes and ordinances as well as federal, state and local laws, rules and regulations.
- Considerable knowledge of the safety practices, equipment, methods, and materials utilized in public works maintenance and construction projects.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, project contractors, representatives of other governmental units, professional contacts, other Township administrators, and the public.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to supervise staff through second level managers.
- Ability to travel to other locations.

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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of inspecting public works projects, the employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting but is also required to work in the field to inspect and direct engineering projects. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the office environment is usually quiet, but may become loud on project sites.