



WE ARE HIRING!

This job posting will close on Monday, April 1st at 11:59 p.m.

Do you enjoy serving your community? Do you appreciate small-town living? Do you have municipal experience? If you responded yes, then this position could be great for you!

The Village of Kingsley is located in southern Grand Traverse County. Kingsley is an ever-growing rural community that strives to maintain its small-town feel. Kingsley has two local restaurants, an excellent school system, a vibrant downtown with a summer Farmer's Market, fantastic parks, and extensive trail systems nearby.

The Village of Kingsley is in search of a DPW Supervisor. The ideal candidate will have experience in municipal water and sewer systems, budgets, communication, leadership, ensuring a safe working environment, and adhering to federal, state, and local laws. This individual must have the ability to learn, think critically, attention to detail, work independently, be organized, an excellent communicator, and complete projects in a timely manner.

This is a full-time position with occasional over-time. The general working days are Monday through Friday 7:00 a.m. – 3:30 p.m., on-call rotation every third weekend. Please see attached job description. This position is required to attend Village Council meetings which generally occur on the second Tuesday of the month at 6:00 p.m. A comprehensive benefits package is offered including health, dental and vision insurance, retirement, paid time off banks, life insurance, and paid holidays. Salary range for this position ranges from \$55,000-\$72,000 with the starting wage dependent on qualifications.

Please submit your cover letter and resume to the Village of Kingsley, 207 S. Brownson Avenue, Kingsley, MI 49649 or via email to kvmanager@villageofkingsley.com.

**VILLAGE OF KINGSLEY
JOB DESCRIPTION**

DEPARTMENT OF PUBLIC WORKS SUPERVISOR

Supervised by: Village Manager
Supervises: All department employees

Position Summary:

Under the direction of the Village Manager, plans, coordinates, oversees, and participates in all aspects of the Public Works department including the water distribution system, streets and roadways, storm drains, parks, and building maintenance. The Supervisor also works closely with the contractual manager of the municipal sewer system and the contractual engineer. Responsible for general administration, budgeting, personnel management, capital needs assessment, and policies and procedures development. The DPW Supervisor serves as a key public relations agent in the community.

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. Plans, coordinates, oversees, and participates in all aspects of the Public Works department operations including personnel management, budgeting, general administration, and capital needs assessment. Develops, recommends, and implements department policies and procedures, internal controls, and goals and objectives in accordance with departmental needs, Village directives, and legal requirements.
2. Assesses daily operations and implements changes as necessary for improved efficiency and recommends short- and long-range plans for the department. Manages facilities and equipment and recommends and coordinates capital improvement projects.
3. Participates in the recruitment and recommendation of the hiring of department employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
4. Develops and administers the annual department budget. Assesses capital needs and oversees the purchase and maintenance of equipment, tools, materials, and supplies. Monitors the budget throughout the fiscal year and prepares financial summaries as requested.
5. Participates in all aspects of Public Works operations as operational needs demand. Oversees the operation of equipment, vehicles, and machinery to complete maintenance, construction, repair, and seasonal activities associated with the water distribution system, storm drains, public buildings and facilities, parks, streets and sidewalks, and rights of way.
6. Oversees the work of contractors performing construction, repairs, maintenance, and other related services for the Village. Determines specifications, estimates costs, verifies time sheets, sets safety standards, and reviews invoices for services for accuracy.

7. Regularly inspects Village infrastructure, buildings, and facilities to determine immediate maintenance needs and long-range plans for major projects. Sets priorities and implements plans in accordance with Village's goals.
8. Responds to Water Distribution Plant calls and alarms and public works emergency situations.
9. Develops specifications, requests for proposals, and administers the bid and purchasing process according to established procedures.
10. Maintains safety standards, assures adequate safety training and compliance, investigates accidents, and administers other safety requirements to reduce liability.
11. Ensures proper management and administration of the department, including compliance with local, state, and federal requirements, permits and licenses. Maintains related records, prepares reports, and files paperwork as required.
12. Serves as the Village's Street Administrator.
13. Acts as departmental spokesperson and liaison to the public. Responds to public inquiries, investigates complaints, and assists the public as needed. Attends meetings, conducts research, prepares reports, and completes special projects as assigned.
14. 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.
15. Performs other duties as assigned by the Village Manager.

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.

- A high school diploma or equivalent. A bachelor's degree in civil engineering, environmental engineering, public administration, or a related field; OR specialized vocational or technical training in public works, building construction management, skilled labor, or a related field is also required.
- Five or more years of progressively more responsible experience in public works operations, preferably in a municipal environment, is required, supervisory experience is preferred.
- State of Michigan Commercial Driver's License (CDL-B) with air brakes, and a minimum of D-3 and S-3 water distribution certificates are required.
- Substantial knowledge of the professional principles, practices, laws and regulations of public works operations, including maintaining and operating a water distribution system, and related administration.
- Substantial knowledge of the methods, materials, tools, and equipment utilized in public works and general operations management.

- Thorough knowledge of the safety issues, regulations, and procedures utilized in public utilities operations.
- Skill in managing multiple priorities and simultaneous projects, including planning, budgeting, and executing multiple projects.
- Skill in the use of office equipment and technology, including computers and other related software, and the ability to master new technologies.
- Skill in conducting research, maintaining records, and preparing comprehensive and accurate reports according to accepted standards.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to evaluate and control a variety of community services, analyze a variety of operating problems, and to make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, 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 periodically 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 noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the Village supervising or completing hands-on operations and maintenance work, and work outside the office at field sites, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, and moving mechanical parts. The employee must regularly lift and/or move items of moderate to heavy weight. The noise level in the work environment is usually moderate to loud.