



DIRECTOR OF PUBLIC WORKS CANDIDATE PROFILE





Community Profile

Located in Washtenaw County, Saline is home to over 9,000 residents and covers 4.33 square miles. Residents of Saline enjoy an abundance of parks, museums, walking paths, retail shops, restaurants, and businesses. The city is well known for its annual Celtic Festival and features other prominent events such as the downtown Farmer's Market and Art Around Saline.

The staff and city council of Saline take great pride in delivering exceptional services to residents and businesses. All that hard work pays off as Saline is consistently ranked as a top place to live in Michigan and across the nation! Saline attracts residents of all ages and backgrounds but stands out as a premier community for raising a family. In the U.S. News 2017 survey, Saline High School ranked as Michigan's fifth-best high school and within the top 400 nationwide. In 2013, Business Week magazine named Saline as Michigan's *best town* for raising children. Saline also earned an A+ in the Niche.com ranking of Michigan's best places to live. That is an A+ for public schools, an A+ for raising a family, and an A+ overall.

Among its suite of municipal services, the City of Saline operates a 24/7 police department, a robust parks and recreation department including the Saline Recreation Complex, a Water Treatment Plant, and Wastewater Treatment Plant.

Year of Incorporation: 1866

Form of Government: Council-Manager

Land Size: 4.33 square miles

Population: Approx. 9,343 and growing!

General Profile

The City is seeking a full-time Director of Public Works to join our dynamic team and champion our vision for the future. Serving under the direction of the City Manager, the Director of Public Works plans, directs, and administers all aspects of the City's Public Works Department, which encompasses our Streets and Utilities, Maintenance, and Parks Divisions. Responsibilities under this department include streets and right of way, parks, facilities, utility infrastructure, water distribution, wastewater collection, fleet maintenance, tree maintenance, and the planning and management of capital construction projects and engineering services.

Streets and Utilities Division: This division includes maintenance and repair of the city's roadways, water distribution system, storm sewer collection systems, and wastewater collection systems. There is a dedicated foreperson who coordinates field activities for this division and who works closely with the Director to plan for capital improvement projects.

Maintenance Division: This broad classification division includes all non-utility city assets including buildings/facilities, landscape, streets, curbs, sidewalks, and vehicles (including heavy equipment). Staff within this division tend to have knowledge of some specialized area within the department's function (ex. mechanical) or a broad general knowledge of maintenance related activities. There is a dedicated foreperson who coordinates routine maintenance and repairs associated with this division.

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Parks, Forestry and Cemetery Division: This division includes maintenance and repair of the city's park facilities, landscaping, right-of-way and public trees, and the municipal cemetery. There is a dedicated foreperson who coordinates field activities for this division and who works closely with the Director to plan for capital improvement projects.

The Director oversees one Deputy Director, three division forepersons, an office manager, nine full-time public works personnel, and any in-house or contracted engineers. This position occasionally requires after hours or emergency response coordination such as in the event of utility main breaks or severe weather.

Position Description

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.

- Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, long term planning, and capital needs assessments.
- Develops, recommends, and implements policies and procedures in accordance with City standards, State regulations, and union contracts.
- Responsible for recruiting departmental employees, interviewing, training, issuing assignments, motivating, counseling, evaluating, and taking disciplinary action up to recommendation for discharge.
- Participates in labor negotiations and contract administration. Manages the grievance process and other labor relations functions, as necessary.
- Meets regularly with City Manager and department heads to discuss problems and schedule maintenance and repair activities. Responsible for reviewing progress and directing changes to procedures as needed to improve efficiency and effectiveness of operations.
- Procures equipment, fleet vehicles, materials, and services for DPW and for other departments, as necessary. Manages the planning, comparing, reviewing and/or preparing specifications for new or replacement vehicles, equipment, products, and services.



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- Evaluates public works needs and formulates short and long-range plans to meet needs in all areas of responsibility, including streets, water, sewer, storm water, drainage, motor pool/garage operations, lighting, forestry, and park maintenance.
- Through oversight of staff and/or contractors, coordinates engineering and construction services and preparation of project bid documents. Responds to contractor inquiries. Oversees construction related activities to ensure conformance with project specifications and standards.
- Prepares annual budget based on experience, present needs, and future expectations. Manages the budget to assure effective and efficient use of the budgeted funds, personnel, materials, facilities, and time.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations. Resolves citizen complaints or assists them in reaching the proper source of assistance.
- Serves on special committees and participates in civic and professional organizations as appropriate.
- Keeps informed of public works developments, new administrative techniques, new regulations, and requirements associated with emerging issues in public works and recommends actions to ensure adherence to best practice standards.
- Manages the work order computerized maintenance management system. Implements new technology within the Department. Works to define departmental needs and foster departmental transition to new or upgraded technology.
- Assists in the preparation of grant application materials and grant compliance activities for capital projects, as requested.
- Works cooperatively with other city staff and employees to complete projects, provide information, prepare reports, implement programs, maintain customer service, and improve the quality of life in the community.
- May serve as the City's appointed Street Administrator for MDOT Act 51 reporting.
- Responds to emergencies utilizing and maintaining well-defined procedures. Is available 24-hours a day for emergency response or coordination of staff for emergency, if necessary.
- Works closely with engineers on a variety of projects for all departments including assisting with value engineering decisions and field inspections for capital projects.
- Manages commercial and residential solid waste and recycling operations and processes monthly invoices. Prepares specifications for City's solid waste and recycling program, receives bids, makes vendor recommendations, and monitors program





efficiency. Coordinates public relations and promotion of the solid waste and recycling program through brochures, social media, news articles etc. Represents the City on the Washtenaw Regional Resource Management Authority.

- Monitors DTE and city-owned street and park lighting operations and processes monthly invoices.

Minimum Qualifications

A successful candidate will possess either a Bachelor's Degree in a related field and five to seven years of progressively responsible experience OR ten or more years of related progressively responsible experience; including at least three years of prior supervisory experience. Candidates should possess advanced proficiency in three core knowledge areas: construction, engineering, and municipal utility systems. Candidates should display an aptitude for problem-solving, team building, friendly communication, and self-direction.

State of Michigan S-2 water distribution license or ability to obtain within first 12 months of hire is required. Additional consideration will be given to candidates who also possess State of Michigan D-2 water licenses, Wastewater B license, Storm Water Management Operator certifications, and/or PE certification. Residency within twenty (20) miles of the City of Saline is required within one year of hire due to the emergency response activities associated with this position. A valid driver's license is required.

Physical Demands and Work Environment

This position is an administrative, salaried position which is primarily office-based. During the course of performing their duties the employee is occasionally required to travel to plant or construction sites. The physical environment of these areas may include work around traffic and heavy construction equipment; exposure to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; high, precarious places; outside weather conditions; wet or humid conditions; vibration; and risk of electrical shock. The noise level in the work environment is typically quiet but can range to loud in plant facilities or at work sites. Employees should be prepared to meet the physical challenges of these environments and perform essential duties. Reasonable accommodations can be made for employees with disabilities to perform the essential functions.

Salary and Benefits

The salary range for this position is \$73,165 to \$97,598 depending on qualifications. Additional monetary benefits may include a vehicle allowance and cellular service.

The City of Saline is committed to providing exceptional benefits for employees and their families. The following provides a summary of currently





available benefits for most regular, full-time employees.

Health Care: City of Saline offers three unique health care plans to meet the needs of its diverse work force. Plan options include a low deductible PPO or HMO, or high deductible Health Savings Account (HSA) eligible plan with options for city sponsored HSA contributions. Employees who select the PPO or HMO plan also have the option of opening a Flexible Spending Account. Payment in lieu of insurance is also available.

Dental and Vision: The City covers the full premium cost of dental and vision coverage for all full-time, non-union staff employees.

Limited Purpose Flexible Spending Account: All employees with an HSA account have the option to contribute pre-tax to a limited purpose FSA. Any employee may elect to contribute to a Dependent Care FSA.

Holidays: The City offers ten (10) paid holidays and two (2) floating holidays annually.

Vacation Leave: New hires accrue eight (8) hours of vacation leave a month. The accrual rate increases with years of service. In addition, all full-time non-union administrative staff receive forty (40) hours of bonus vacation leave at the start of each new fiscal year (July 1st), prorated upon hire.

Personal Days: Full-time non-union administrative staff accrue forty (40) hours of personal leave annually.

Sick Leave: Employees accrue eight (8) hours of sick leave each month.

Equal Pay: The City has committed to offering equal pay for equal work. We are ever mindful of ensuring that all employees are compensated equitably and according to their merits.

Rec Center Discount: The City offers discounted Rec Center membership for all full-time employees. Rates are reviewed annually.

Application Process

Interested applications should submit a Letter of Interest and Resume by 5pm on March 15, 2021 to the Human Resources Department at HRManager@cityofsaline.org. The City of Saline is an equal opportunity/ADA employer. In the interest of filling this essential vacancy, the City reserves the right to make a hiring determination prior to the close of the application period. Applicants are encouraged to apply early.