



CITY OF KALAMAZOO
invites applications for the position of:

Public Works Division Manager (D72)

SALARY: \$64,776.00 - \$93,147.00 Annually

OPENING DATE: 08/09/17

CLOSING DATE: 09/12/17 11:59 PM

LOCATION: Water, 415 Stockbridge Ave, Kalamazoo, Michigan

DEPARTMENT: Public Services Stockbridge

DESCRIPTION/DISTINGUISHING FEATURES:

The **Public Works Division Manager** is responsible for supervising, coordinating, and managing the Public Works Division staff, projects and activities. This role manages professional engineering staff including the traffic engineer, operations and maintenance staff, supervisors and crews engaged in street projects, traffic projects, right-of-way issues, traffic signal operations, maintenance operations, snow removal, forestry, sidewalk, paving and patching and drainage projects.

EXAMPLES OF DUTIES:

A qualified individual must be able to perform the essential functions of the position with or without reasonable accommodation.

- Manages division projects, contracts, budgets, and schedules.
- Plans, organizes, coordinates, and manages long and short-range planning of projects and capital improvements.
- Supervises, coordinates and leads department personnel.
- Manages division maintenance operations including contracts, budgets, and schedules.
- Develops and implements divisional goals and objectives.
- Manages multiple ongoing projects to include street, traffic, right-of-way issues, maintenance operations, snow removal, forestry, sidewalk, paving and patching and drainage projects
- Performs other related duties, as assigned.
- Coordinates and collaborates with adjacent governmental roadway jurisdictions related to projects and operations.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in Civil Engineering or a related field.
- Minimum of six (6) years of experience in Civil Engineering
- Professional Engineer's License.
- Valid Michigan Driver's License.
- Experience with transportation projects and construction oversight.
- Knowledge of LAP and MDOT roadway design and deliverable requirements.

- Success in leading, motivating and evaluating a team of employees.
- Strong, clear communicator and excellent interpersonal skills; proven ability to effectively and positively communicate with all levels within the organization; excellent customer service skills.
- Demonstrates a sense of urgency, prioritizes well, shows energy, responds to opportunities, instills urgency in others, and meets deadlines.
- Demonstrated experience with Microsoft Office applications.

Position #17-00072
PUBLIC WORKS DIVISION MANAGER (D72)
JD

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kalamazoo-city.org/>

OUR OFFICE IS LOCATED AT:
241 W. South Street
Kalamazoo, MI 49007
(269) 337-8052
