

Employment Opportunity

DIRECTOR OF PUBLIC SERVICES

Full-Time



Village of Milford
1100 Atlantic Street
Milford, MI 48381
www.villageofmilford.org/jobs

*First Review of Applications:
February 18, 2020*

The Village of Milford is an equal opportunity employer, seeking applicants without regard to race, gender, or other protected status.

About the Opportunity

The Village of Milford is seeking an innovative and experienced professional to lead our Department of Public Services following the retirement of the long-time Director of Public Services. The ideal candidate will have a variety of skills, including a proven track record of high-quality service delivery, employee development, budget management, and capital project planning. Strong communication skills and the ability to work collaboratively with other organizations within the community, other Village departments, and neighboring communities will be crucial to the continued success of the Village.

ABOUT THE VILLAGE

The Village of Milford is 2.5 square miles nestled in southwest Oakland County and is easily accessed from both I-96 and M-59. With a population of approximately 6,300, the Village serves as the central business district for approximately 25,000 people in the surrounding areas. The thriving downtown district draws visitors from communities such as Ann Arbor and Dearborn, while retaining its small-town charm.

The Village boasts six parks within its boundaries. Central Park, located on the banks of the Huron River, is a favorite with the children and teens who enjoy the playscape, basketball courts, tennis court, volleyball court, and ice rink. The park is also home to the LaFontaine Family Amphitheater, an outdoor concert and event space which was opened in 2015. Fairgrounds Park is adjacent to the Senior Center for easy access to a picnic area and shuffleboard courts. Hubbell Pond Park is the site of the YMCA and Library, and a trail system that runs from Commerce Road all the way to Kensington Park on South Milford Road. The Village is part of the Huron Valley School District with two elementary schools and one middle school located within the Village.



The Village has 71 part-time and full-time employees and a total budget of approximately \$14.2 million in fiscal year 2019-2020.

ABOUT THE DEPARTMENT

The Department of Public Services (DPS) is responsible for a wide variety of tasks within the Village. Employees of the department maintain the Village's six parks, approximately 27 miles of roads, parking lots in the downtown district, the water supply and distribution system, the sanitary sewer collection and wastewater treatment systems, the storm sewer collection system, and the civic center site. The DPS also maintains the Department's vehicles and equipment, as well as Police Department, Fire Department, and Milford Township vehicles.

The Department is staffed by 15 full-time employees. The total departmental budget, including capital expenditures, is approximately \$8 million in FY 2019-2020. The Village recently completed a \$10 million upgrade of its wastewater treatment plant and has a voter-approved road millage in place through 2032 to generate local funds for road maintenance and improvements.

ABOUT THE POSITION

The Director of Public Services is an exempt, Department Head position within the Village and serves as a key member of the Village management team. Reporting to the Village Manager, this position is responsible for management of the Village's Public Services Department including streets and sidewalks, traffic control, water treatment and distribution, sanitary and storm sewers, wastewater treatment plant, parks and recreation, fleet maintenance, buildings and grounds and forestry. A copy of the complete job description is attached for reference.

MINIMUM QUALIFICATIONS

Applicants for this position should possess the following minimum qualifications at the time of application. Equivalent combinations of experience and training may be considered. Complete requirements are detailed in the attached job description.

- An Associate's degree or equivalent in construction management, business, or related field is required. A combination of education and experience may be considered.
- Seven or more years of progressively more responsible experience in public works, wastewater and water systems, or related field, including supervisory duties, is required.
- Must possess, or be able to obtain within 12 months, a State of Michigan CDL B with a Tanker Endorsement.
- Must possess, and maintain throughout employment, at least one or more of the following:
 - State of Michigan D-2 and S-2 Water Licenses
 - State of Michigan Municipal Wastewater Operator Class B License
- Excellent written and verbal communication skills.
- This position requires the employee to be able to respond to emergency situations on a 24-hour basis.



WAGES & BENEFITS

This position is a full-time, exempt position offering a competitive salary, starting between \$80,000 – \$100,000, based upon certifications & prior work experience. Full-time employees of the Village are eligible for a comprehensive benefits package which includes insurance, paid leave, a 401(a) retirement plan, & more.

TO APPLY

Please submit a cover letter and résumé via mail or in person to the *Village Clerk, Village of Milford, 1100 Atlantic Street, Milford, MI 48381*

Application materials will be accepted until the position is filled, with the first review taking place on February 18, 2020.

**VILLAGE OF MILFORD
JOB DESCRIPTION**

DIRECTOR OF PUBLIC SERVICES

Supervised By: Village Manager
Supervises: All department employees, directly or through subordinate staff

Position Summary:

Under the general direction of the Village Manager, oversees and directs all aspect of the Village's Public Services department including streets and sidewalks, traffic control, water treatment and distribution, sanitary and storm sewers, wastewater treatment plant, parks and recreation, fleet maintenance, buildings, and grounds and forestry.

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, organizes, and directs all aspects of department operations including personnel, budgeting, and general administration. Develops, recommends and implements policies and procedures, internal controls, and goals and objectives in accordance with department needs, Village directives, and legal requirements.
2. Recommends the hiring of department employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Inspects and evaluates Village infrastructure to determine maintenance and capital improvement needs. Recommends and reviews proposed improvements, and coordinates funding and infrastructure repairs with Village officials, community groups, project engineers, governmental agencies, and other stakeholders.
4. Assesses daily operations and implements changes as necessary for improved efficiency and recommends short and long-range plans for the department. Recommends, plans, and coordinates capital improvement projects.
5. Confers and works with engineers and contractors concerning construction projects. Monitors projects through all phases assuring conformance to plans, specifications, timetables, quality levels, and cost estimates.
6. Researches, recommends, and implements special programs and projects, including wellhead protection, emergency response, tree programs, CDBG projects, and other programs as assigned. Responds to program inquiries, performs related inspections, and prepares and maintains related documents and files.
7. Provides administrative and technical guidance to the Village Manager, Village Council, and other Village departments. Researches related regulatory issues, prepares findings and operational reports, recommends departmental improvement strategies, and makes presentations.
8. Serves as the Village Streets Administrator.
9. Develops and administers departmental budget, including capital improvement projects. Monitors the budget throughout the fiscal years and oversees department purchases. Develops specifications, requests for proposals, and administers the bid process for

assigned projects. May assist in the preparation and administration of various grants.

10. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including state and federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the Village, state, and other funding agencies.
11. Maintains safety standards, assures adequate safety training and compliance, investigates accidents, and administers other safety requirements to reduce liability. Administers the commercial driving license testing program in accordance to state regulations.
12. Participates in the labor negotiation process. Administers established labor contracts, participates in the grievance process, and engages in other labor relations activities as appropriate.
13. Acts as departmental spokesperson. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, Village officials, employees, and others.
14. Conducts research, prepares reports, and completes special projects as assigned.
15. Keeps abreast of modern developments, evolving issues, and changing legislation and policies in public services through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
16. Performs related work as required.

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.

- An Associate's degree or equivalent in construction management, business, or related field is required. A combination of education and experience may be considered.
- Seven or more years of progressively more responsible experience in public works, wastewater and water systems, or related field, including supervisory duties, is required.
- State of Michigan Commercial Driver's License (CDL) with a Group B endorsement, a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan DEQ D-2 and S-2 certification, or a Municipal Wastewater Operator Class B license, and the ability to maintain certified throughout employment.
- Thorough knowledge of the principles, practices, and techniques of public municipal public service and utilities operations and safety issues, and associated regulatory requirements.
- Thorough knowledge of the equipment, materials, and approaches utilized in public works and utilities operations.
- Knowledge of water systems, treatment processes, and public health and safety regulations regarding the operation of municipal water distribution.
- Knowledge of wastewater systems, treatment processes, and applicable regulations regarding the operation of municipal sanitary sewer systems and treatment facilities.

- Knowledge of civil engineering principles, practices, and procedures and applicable state and local codes and ordinances.
- Skill in the use and instruction of a variety of equipment, tools, and other implements related to department activities.
- Skill in the use of office equipment and technology, including computers, specialized systems, and other related software, and the ability to master new technologies.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining and updating complex records and maintaining complex record keeping and document retention systems.
- Ability to effectively train, lead, and motivate employees, and supervise and evaluate the work of others.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work 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 Requirements 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 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. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly to travel to various locations within the Village 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, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment may be loud in field situations.