



301 East Main Street  
Lowell, Michigan 49331  
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[www.lowellmi.gov](http://www.lowellmi.gov)

## EMPLOYMENT POSTING

### DIRECTOR OF PUBLIC WORKS

The City of Lowell (population 3,783) is accepting information from applicants for the position of Director of Public Works for the Department of Public Works. The City of Lowell is a vibrant and progressive West Michigan community located in the metropolitan Grand Rapids area with a diverse economic base and an excellent school system.

The Director works under the general direction of the City Manager and is responsible for planning, organizing and directing the operations of the Department of Public Works.

**Required Qualifications:** Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Management, Engineering, or a related field; five years of high level professional experience in public works, utilities, engineering; or any combination of experience, education, or training that demonstrates the applicant has the leadership competencies as described in the job description; valid Michigan Driver's License.

Successful candidates must also demonstrate strong supervision, communication, interpersonal, mathematical and technology skills.

**Desired Qualifications:** Master's degree in public administration, business management, engineering or a related field; possession of at least level IV certification in water treatment or water distribution; experience working in a small community.

Salary range is \$75,000 to \$86,000 per year depending on qualifications. The City of Lowell also offers a competitive benefit package.

Interested applicants should submit cover letter, resume, salary history and at least three references to:

City of Lowell  
Director of Public Works Review Team  
Attn: Lori Gerard  
301 East Main Street  
Lowell, Michigan 49331  
[lgerard@ci.lowell.mi.us](mailto:lgerard@ci.lowell.mi.us)

For complete job description visit website:

[http://www.lowellmi.gov/departments/finance & human resources/job openings.php](http://www.lowellmi.gov/departments/finance%20&%20human%20resources/job%20openings.php)

Applications will be accepted until Tuesday June 4, 2019.

*The City of Lowell is an Equal Opportunity Employer.*

**CITY OF LOWELL  
JOB DESCRIPTION  
DIRECTOR OF PUBLIC WORKS**

**SUMMARY**

Plans, organize and directs the operations of the Department of Public Works which includes streets & sidewalks; storm sewers; water treatment and distribution; wastewater treatment and collection; parks & public spaces; cemetery operations; and facilities, fleet and equipment management.

**SUPERVISION RECEIVED**

Works is performed under the direction of the City Manager.

**SUPERVISION EXERCISED**

Supervision is exercised over supervisors and staff assigned to the Department of Works.

**RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

1. Plans, organizes and directs all aspects of departmental operations ensuring safety, quality and efficiency. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, legal requirements and the city's overall strategic plan.
2. Plans, organizes and directs all on-going and special projects assigned to the department.
3. Prepares preliminary budget and capital improvement programs based on past programs and expectations of future needs. Administers and monitors final approved budget ensuring effective and efficient use of budgeted funds, personnel, materials, facilities and time. Reports unexpected needs or discrepancies in a timely manner.
4. Approves purchases and prepares departmental financial information as required.
5. Researches grant opportunities, prepare and submit applications and administer grant funds awarded for departmental projects and/or purchases.
6. Recruits and hires departmental employees. Supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary, or corrective action when needed.
7. Selects and procures equipment and materials as needed in accordance with capital improvement plans and approved budgets.

8. Coordinates departmental activities with other city staff; contractors; vendors; utility companies; federal, state and local agencies; community organizations and other appropriate individuals or organizations.
9. Represents the department by acting as spokesperson. Establishes and maintains effective relationships with citizens, community groups, employees, vendors and other interests.
10. Coordinates the development of specifications, bid documents, contracts and related information and documents.
11. Reviews and advises on permits and development plans for work in city rights-of-way and other public spaces.
12. Prepares and maintains appropriate records and reports as required.
13. Demonstrates continuous effort to improve operations, streamline work process and work cooperatively and jointly to provide quality customer service.
14. Keeps abreast of developments and current issues in the public works field through continued education and professional development.
15. Knowledgeable of laws, policies, rules and contracts relating to the department.
16. May perform duties of other departmental personnel as workloads, temporary absences, or emergencies dictate.
17. Oversight of maintenance of city owned facilities and assets.
18. Performs other duties as assigned.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND**  
**KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYEMENT**

All of the following functions, qualifications, knowledge skills and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Management, Engineering, or a related field; five years of high level professional experience in public works, utilities, engineering; or any combination of experience, education, or training that demonstrates the applicant has the leadership competencies as described in the job description.
- Considerable knowledge of the principles, standards and techniques related to municipal public works to assure professionally sound cost-effective departmental operations.
- Knowledge of State and Federal agency regulations, city codes and ordinances relating to city operations to administer department activities within budget constraints.
- Knowledge of the methods, materials and equipment used in various operations of the department.
- Knowledge of oversight in facility maintenance.
- Skill in planning, budgeting and designing control systems.
- Skill in planning, organizing and directing others in a large-scale enterprise.
- Skill in interpreting blueprints and specifications.
- Skill in the operation of assigned vehicles/mechanical equipment/power tools.
- Ability to communicate verbally and in writing.
- Ability to work effectively with public, contractors and fellow employees.
- Ability to see, hear and speak effectively without limitation.
- Ability to write comprehensive reports.
- Must possess good vision and physical mobility to perform on-site physical inspections to perform related duties.
- A valid Michigan Driver's License (CDL and air-brake endorsement is desired).