



JOB POSTING: DEPARTMENT OF PUBLIC WORKS SUPERINTENDENT

The City of Jonesville is currently accepting applications for a Superintendent in its Department of Public Works. The incumbent has held the position for over 14 years and has been employed in the department for 40 years; he will be retiring in early 2024. This position oversees and administers the full scope of maintenance and repair of the City streets and sidewalks, public water mains, and City facilities. The position also oversees popular City services such as residential yard waste and leaf collection.

The City is proud of its reputation in maintaining City streets and water infrastructure. The successful candidate will have extensive experience in public utilities, commercial or municipal construction, engineering, project management, heavy equipment operation and maintenance, and/or similar fields. Exemplary experience in customer service, employee management, and attention to detail are highly desirable.

The Superintendent works under the general direction of City Manager. This is a department head position responsible for recommending an operating budget and overseeing day-to-day activities. The position supervises three Maintenance Specialist positions. The position also coordinates closely with the Water and Wastewater Treatment Plant Superintendent, who manages the water production system.

The successful candidate will be capable of operating as a working supervisor, helping to develop the staff. The individual must have experience in compliance with State and Federal regulations, with experience in municipal street and water infrastructure highly desirable. The ability to plan and oversee large capital improvement projects is also an important quality.

Streets

The Department of Public Works is responsible for the repair, preventative maintenance, and winter maintenance for over 14 miles of City streets. The City takes great pride in the quality and condition of its streets, as well as the safety and clearing of the streets for safety in the winter months. A portion of the City property tax is annually dedicated to these maintenance activities.

The Superintendent oversees the long-range planning of capital improvements to the City streets, including an ongoing preventative maintenance program. Experience in project management and coordination with the municipal engineer in project planning and the development of engineering plans and specifications is critical. The Superintendent also oversees winter maintenance, including an emergency call-out system coordinated with Police and Central Dispatch personnel.

In addition, the Superintendent oversees the maintenance contract with the State of Michigan for winter maintenance and minor preventative maintenance of nearly 5 additional miles of State highways, with US-12 and M-99 within the City limits.

Water Distribution

The City's water mains were originally installed in 1951, with 39% of the system having been upgraded or installed since 1990. The system consists of water main ranging in size from 4-inches to 12-inches, and of cast iron and ductile iron construction. The water utilities serve most of the incorporated area of the City, which is approximately 3 square miles. The Superintendent serves as the Operator of the water distribution system. Experience with municipal water mains is highly desirable, with the successful candidate having received an S-3 Water Operator's license within 2 years of the date of hire. There are just under 900 household, commercial and industrial customers. Department staff assist water customers in identifying likely causes of high water usage.

Other City Facilities

The Department of Public Works maintains other City facilities, including Downtown parking lots, two municipal parks, the municipal cemetery, and various City buildings. The Superintendent oversees contracts for lawn mowing and grounds maintenance, as well as building and construction projects, including occasional building construction and maintenance contracts. The Department preventative maintenance the City's vehicles and heavy equipment.

Capital Improvement Plan

The City maintains a progressive Capital Improvement Program to support the maintenance and operation of these critical water, street, and City facilities. The Plan identifies near and long term construction priorities for the current year, and subsequent five years. The Superintendent is responsible for having vision to assist the City Council in identifying project priorities and estimated costs for future projects to assure maintenance of facilities and appropriate financial planning for needed improvements.

Salary and Benefits

Salary range for the position is \$55,791 - \$72,795, with the starting wage dependent upon qualifications. The City offers a comprehensive benefits package, including health, dental, vision and disability insurance; a defined contribution retirement program; vacation, sick, and personal leave; and twelve paid holidays.

The Superintendent is expected to work 40 hours per week, but has the ability to flex their schedule due to position demands and after-hours responses. The normal department work schedule is 7:00 a.m. to 3:30 p.m. Monday through Thursday, and 5:00 a.m. to 1:00 p.m. on Friday.

Minimum Qualifications

An associate degree or knowledge and experience equivalent to an associate degree in engineering, construction technology, or a similar field is required. A minimum of five years of progressively responsible experience in public works administrative functions (including a minimum of one year of supervisory experience), or an equivalent combination of training and experience is also required. The selected candidate must have a current and valid Michigan Class B Commercial Driver's License, or the ability to obtain one within one year of hire. Possession of a Michigan S-3 Water Operator's Certification, or the ability to obtain one within two years of hire is also required.

How to Apply

The position will remain open until filled. Review of applications will begin following the close of business on Friday, December 8, 2023. Interested applicants must submit a cover letter, completed application form, and resume to:

Jeff Gray, City Manager
City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

OR:

jgray@jonesville.org

The required application form, as well as a complete position description, can be found on the City of Jonesville website at www.jonesville.org. Materials may be submitted in person, by mail, or email to the above addresses.

The City of Jonesville is an Equal Opportunity Employer.