



# Charter Township of East China

OFFICES AT 5111 RIVER ROAD ♦ EAST CHINA, MI 48054 ♦ 810-765-8879 ♦ FAX 810-765-1408

## **Job Announcement March 5, 2024 East China Township Public Services Director**

**SUMMARY:** Policy making head of the Division of Public Services; provides oversight of water and waste water treatment plants; engineering projects, building and grounds and other public services / utilities activities. Performs senior-level and experienced work in managing capital improvement projects which includes overseeing various development and construction phases for the Department of Public Works, Water & Wastewater Plants. Coordinates and works with engineering and planning consultants, outside contractors, and county / state agencies.

**POSITION TYPE:** Exempt/Salary, Non-Union

**CLOSING DATE:** Open until Filled

### **Primary Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Oversees the Division of Public Services including all operations of the three subordinate departments, the Department of Public Works (DPW), Water & Wastewater Plants. Supervises, trains, and establishes performance requirements and personal development targets. Regularly monitors performance and provides for performance improvement and development and takes disciplinary action to address performance deficiencies in accordance with the Township's personnel rules and policies and union contracts.
2. Oversees various related construction development and improvement projects both within the water and sewer system as well as building operations, parks, and trails; works in cooperation with Township engineers in the planning and supervising of such projects.
3. Administers bid packages and contract documents, front end contracts, specifications, special conditions, and drawings.
4. Under Board direction, formulates, determines, and effectuates Township Public Services policy.
5. Prepares the budget for the Public Services Division, including its subordinate departments (Public Works, Wastewater, Water).
6. Spends Township funds pursuant to Board approved budget.
7. Participation in labor relations on behalf of Township Board and formulation of Township's Board collective bargaining policy.
8. Exercises a substantial degree of autonomy in carrying out the policy of the Township Board.
9. Makes policy recommendations to the Township Board related to water projects, wastewater projects, and department of public works projects.

10. Directly supervises the Supervisors/Superintendents of the Public Services Departments, and indirectly supervises the employees in each of those departments.
  11. Reports directly to Township Manager on day-to-day operations. Makes public presentations to the Township Board.
  4. Prepares, studies, and provides in-depth input and recommendations on consultants for engineering and/or architectural services and for future projects.
  5. Develops and implements related standard operating procedures and master plans.
  6. Reviews, analyzes, and ensures Township compliance with County, State and Federal regulations with several entities including: OSHA, EGLE, SCCRC.
  7. Assists Township Manager with the MS4 Storm Water Application Permit process.
  8. Monitors and approves expenditures and revenues. Evaluates, prepares and tracks budgets and prepares technical reports, as requested. Exercises sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources. Works with Township Manager and Departmental Supervisors / Superintendents to prepare budget reports and calculate annual budget figures.
  9. Responds to citizen inquiries, concerns and complaints assuring that each issue is dealt with promptly and with care and concern.
  10. Maintains good relations with the public, accurately representing the needs of various groups within the community. Develops, maintains, and supervises an effective, pro-active program for handling citizen complaints and inquiries.
  11. Suggests and develops policies and procedures for more efficient operations.
  12. Oversees maintenance of related records and preparation of required reports and documentation.
  13. Maintains a safe work environment and operates within OSHA/MIOSHA guidelines.
  14. Serves as the lead on the Township's Safety Committee.
  15. Attends Township Board meetings and various other meetings as required.
- Performs other duties as assigned.

**Ideal Candidate:**

An important member of the Township's leadership team, the position of Public Services Director requires highly developed management, organizational, and technical skills. The Director will manage an extremely experienced team with many personnel having more than 20 years of experience with the Township. The successful candidate will possess the following attributes and qualifications:

A trusted leader with a high level of personal and professional integrity.

An approachable and confident communicator who gains the respect of the team by sharing information and conveying the details of the decision-making process.

An articulate presenter with the necessary skills to effectively present and communicate ideas and information verbally and in writing to groups and individuals.

A collaborative leader with exceptional interpersonal skills and the ability to develop and maintain a deep level of trust and respect with Township management and department staff.

An extremely organized manager capable of coordinating and overseeing multiple high-level projects at the same time.

An individual who relates well to people while maintaining focus on the best possible outcome for the Township and its residents.

**Education and Experience:**

A bachelor's degree in civil engineering, construction management, public administration, or a closely related field from an accredited college or university is desired, but an equivalent of education and experience may be considered,

Ten years of experience in municipal administration management, water treatment, wastewater treatment, and public works operations, plus experience and knowledge of engineering practices and principles, is also required.

Professional engineering certification and experience/training is highly desired.

Additional qualifying education or experience that provides the necessary knowledge, skills, or abilities may be considered as a substitution.

**Compensation and Benefits:**

The compensation range for this position is \$85,000 to \$ 95,000 annual salary, dependent on qualifications and experience. The Township offers a comprehensive benefits package including health, dental, and vision insurance, MERS Defined Contribution Plan, 457 Plan and paid time off including holidays.

For consideration send letter of interest and resume to: East China Township, Attn: Township Manager 5111 River Road East China MI 48054 or email: [manager@eastchinatownship.org](mailto:manager@eastchinatownship.org).

All candidates invited to apply for employment with the Charter Township of East China shall execute an **Information Release Authorization Form** as part of the employment process. The **Information Release Authorization Form** shall give the Charter Township of East China permission to conduct a full background check.