

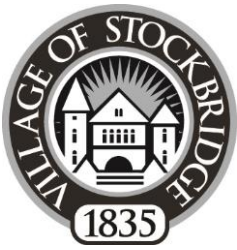
Village of Stockbridge  
118 North Center Street  
PO Box 155  
Stockbridge, MI 49285-0155  
Office (517) 851-7435 Website: vosmi.org

**The Village of Stockbridge is seeking a friendly, highly motivated, organized individual to oversee the Department of public works as a DPW Supervisor.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Oversee and direct all DPW operations including streets and all public rights-of-way, water and sanitary sewer, storm sewer, motor pool, equipment, rubbish, facilities and grounds, parks, and recreation:

- Responsible for the operation of the Village's water distribution system, sewage collection system and storm sewer collection system
- Responsible for the maintenance of Village streets, sidewalks, and all public rights-of-way
- Responsible for management of municipal buildings, equipment, Village grounds
- Responsible for mowing and upkeep of village owned lots
- Responsible for maintaining a motor vehicle fleet
- Oversees activities and allocations equipment, employees and other resources for accomplishment of work items as needed across the department
- Oversees reports, documentation and recommendations concerning service issues, ongoing projects and capital needs
- Oversees policies and procedures in accordance with Village standards, State regulations and contracts
- Oversees progress and recommending changes to procedures needed to improve efficiency and effectiveness of operations
- Oversees equipment, fleet vehicles, materials and services for DPW as necessary while managing the planning, comparing, reviewing and preparing specifications for new or replacement vehicles, equipment, products and services
- Responds to public or other inquiries related to department policies and procedures.
- Resolves citizen complaints or assists them in reaching the proper source of assistance



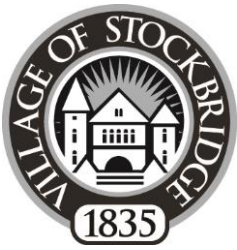
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- Responds to emergencies utilizing and maintaining well-defined procedures.
- Available 24 hours a day for emergency response or coordination of staff for emergencies as necessary
- Works closely with engineers on a variety of projects including assisting with value engineering and field inspections
- Attend Village Council meetings and department head meetings

### **EDUCATION AND OR EXPERIENCE**

- Bachelor's degree in a related field or five years of experience
- Michigan S-2 Water Distribution License
- Michigan Commercial Driver's License (CDL) Class B
- Experience using heavy equipment including backhoe and snowplow
- Computer expertise in BS&A.Net, Microsoft Word and Excel
- Advances proficiency in construction, engineering, and municipal utility systems
- Aptitude for problem-solving, team building, friendly communication, and self-direction
- Ability to make prompt decisions on complex matters and make evaluations concerning day-to-day operations.
- Ability to perform a variety of projects, receive unexpected top priority assignments and solve interpersonal or procedural problems simultaneously amidst frequent interruptions.
- Ability to resolve complex problems which require the evaluation of alternative methods or solutions.
- Ability to solicit cooperation from persons and departments throughout the Village.
- Skills and abilities in written and oral communication are sufficient to handle sensitive projects and problems, develop strong working relationships with divergent groups and communicate technical and philosophical concepts to lay persons.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**



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The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

### **Environment**

- ***Indoor***

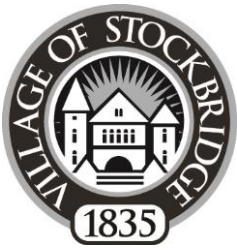
- a) Office Setting
- b) Employee meetings
- c) Village Council meetings
- d) Building maintenance

- ***Outdoor***

- a) Working around traffic
- b) Heavy construction equipment
- c) Outside weather conditions
- d) Wet or humid conditions
- e) Vibrations
- f) Moving mechanical parts
- g) Fumes or airborne particulates
- h) Risk of electrical shock
- i) Toxic or caustic substances

### **Mobility**

- Sitting for prolonged periods of time
- Extensive use of a computer keyboard
- Physical challenges of outdoor environments
- Performance of essential duties



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***Other factors***

- Incumbents may be required to work extended hours including evenings and weekends.
- Incumbents may be required to travel inside or outside village boundaries for village business or to attend meetings.

***The above job description is illustrative and not a complete itemization of all facets of the position.***

Job Type: Full-time

Pay: \$30.00-\$34.00 per hour

Benefits:

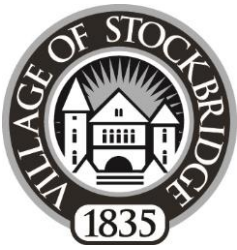
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Dental insurance
- Retirement

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- On call
- Weekends as needed

Experience:

- Public Works: 5 years (Required)



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License/Certification:

- S-3 and D-3 Water License (Required)
- Michigan Commercial Driver's License (CDL)

Interested candidates are invited to submit their application packet, including a cover letter, resume, and completed Village of Stockbridge employment application, to Jill Ogden at [president@vosmi.org](mailto:president@vosmi.org).

**Deadline:**

This position will remain open until filled. Applications must be received by November 8th to be considered for the first review round.

Join us at the Village of Stockbridge and be part of a team dedicated to serving our community with integrity and efficiency.