

Department of Public Works (DPW) Supervisor

Village of Stockbridge – Stockbridge, Michigan

The Village of Stockbridge is seeking a friendly, highly motivated, and organized individual to oversee the Department of Public Works as the DPW Supervisor. This position manages the daily operations of the DPW and ensures the maintenance and operation of Village infrastructure, utilities, facilities, and public spaces.

Essential Duties and Responsibilities

Oversee and direct all Department of Public Works operations including streets, public rights-of-way, water and sanitary sewer systems, storm sewer systems, equipment, rubbish collection, Village facilities and grounds, parks, and recreation areas.

Responsibilities include but are not limited to:

- Manage the operation and maintenance of the Village's water distribution system, sewage collection system, and storm sewer system
 - Oversee maintenance of Village streets, sidewalks, and all public rights-of-way
 - Manage municipal buildings, equipment, Village grounds, parks, and facilities
 - Coordinate mowing and maintenance of Village-owned lots and properties
 - Manage and maintain the Village motor vehicle fleet
 - Supervise staff and allocate equipment, employees, and resources to accomplish departmental work
 - Maintain and review departmental reports, documentation, service issues, ongoing projects, and capital improvement needs
 - Implement and oversee policies and procedures in accordance with Village standards, State regulations, and contractual obligations
 - Evaluate departmental operations and recommend improvements to increase efficiency and effectiveness
 - Manage procurement and planning for vehicles, equipment, materials, and services, including preparing and reviewing specifications
 - Respond to public inquiries regarding departmental services, policies, and procedures
 - Address and resolve citizen concerns or direct residents to appropriate resources
 - Respond to emergencies and coordinate staff response using established procedures
 - Remain available for emergency response or coordination 24 hours a day as necessary
 - Work closely with engineers on infrastructure projects including field inspections and value engineering
 - Attend Village Council meetings and Department Head meetings
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Education and Experience

- Bachelor's degree in Public Administration, Engineering, Construction Management, or a related field OR a minimum of five (5) years of relevant Public Works experience
 - Michigan Water Operator License – S-3 (minimum)
 - Michigan Wastewater Operator License – D-3
 - Michigan Lagoon Operator License – L-2
 - Michigan Commercial Driver's License (CDL), Class B
 - Experience operating heavy equipment including backhoe, loaders, and snowplows
 - Proficiency in BS&A.Net, Microsoft Word, and Microsoft Excel
 - Advanced knowledge of construction practices, engineering principles, and municipal utility systems
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Knowledge, Skills, and Abilities

- Strong problem-solving and decision-making abilities
 - Ability to manage multiple projects and respond to high-priority assignments simultaneously
 - Demonstrated leadership, team building, and communication skills
 - Ability to evaluate complex problems and determine appropriate solutions
 - Ability to collaborate with Village staff, contractors, engineers, and the public
 - Strong written and verbal communication skills to explain technical concepts to non-technical audiences
 - Ability to maintain productive working relationships with diverse groups
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Physical Demands and Working Conditions

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Mobility and Physical Requirements

- Sitting for prolonged periods
 - Extensive computer use
 - Ability to work in outdoor environments
 - Ability to perform physical aspects of DPW operations when necessary
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Additional Requirements

- May be required to work extended hours, evenings, and weekends
- Must be available on-call for emergencies
- May travel within or outside Village boundaries for meetings or official business

This job description is intended to describe the general nature of the position and is not an exhaustive list of all duties.

Compensation and Benefits

Job Type: Full-time

Pay: \$30.00 – \$34.00 per hour

Benefits include:

- 401(k)
 - 401(k) matching
 - Health insurance
 - Dental insurance
 - Vision insurance
 - Life insurance
 - Employee Assistance Program
 - Paid time off
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Schedule

- 8-hour shift
 - Monday through Friday
 - Day shift
 - On-call availability
 - Weekends as needed
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License / Certification Requirements

- Michigan S-3 Water Operator License

- Michigan D-3 Wastewater Operator License
- Michigan L-2 Lagoon Operator License
- Michigan Commercial Driver's License (CDL)
- Valid Driver's License