

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following management position:*

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**JOB CLASSIFICATION:**        **Director of Public Works**

**SALARY RANGE:**                **Management Grade S; (\$96,813 - \$130,988)**

**BASIC PURPOSE:** The basic purpose of this to provide leadership and direction in the Public Works Department; to plan, organize, direct and coordinate comprehensive public works and engineering programs; serve as a member of the City Administrator's executive management team; determine major departmental policies; manage the strategic planning process in keeping with the goals of the City Council and Mayor; resolve difficult administrative problems; manage the departmental budget; and manage local facility, bridge, and highway capital improvement programs. The incumbent is primarily responsible for general policy guidance and therefore delegates considerable authority for the performance of technical and day-to-superintendents. The functional areas of responsibility include water and sewer, streets and sanitation, motor and forestry.

**REPRESENTATIVE JOB DUTIES:**

- Develop departmental policies in consultation with subordinate division heads for maximum utilization of available financial resources through appropriate allocations of manpower, equipment, and technology.
- Demonstrate continuous effort to improve operations, decrease turnaround times, minimize overtime, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Responsible for recruiting departmental employees, interviewing, training, issuing assignments, motivating, counseling, evaluating, and taking disciplinary action up to recommendation for discharge.
- Participates in labor negotiations and contract administration. Manages the grievance process and other labor relations functions, as necessary.
- Manages the work order computerized maintenance management system. Implements new technology within the Department. Works to define departmental needs and foster departmental transition to new or upgraded technology.
- Review, answer, or assign matters received in the City Administrator's Office to staff for study and disposition;
- Meet with citizens' groups such as neighborhood associations to discuss and seek resolution to concerns related to public works projects that may impact them.
- Prepare and administer an annual budget for the Public Works Department in keeping with the City's overall fiscal position.
- Procures equipment, fleet vehicles, materials, and services for DPW and for other departments, as necessary. Manages the planning, comparing, reviewing and/or preparing specifications for new or replacement vehicles, equipment, products, and services.
- Develop and maintain contact with other local, regional, and state agencies regarding programs and legislation that may affect the department's areas of responsibility.

**JOB REQUIREMENTS-AS DETERMINED BY THE CITY OF SOUTHFIELD:**

**Knowledge of:**

- Must have a comprehensive understanding of the implications of Public Act 51, and other restricted funding sources.
- Principles and practices of civil and public works, street/water and sewer/fleet operations, and maintenance programs.
- Principles and practices of public administration including short- and long-range program planning and implementation, budget preparation and administration, leadership and motivational strategies, and program evaluation.
- Principles of personnel management and supervision and performance evaluation.
- Principles and practices of budget preparation and administration.
- Privatization and contracting methods and techniques.

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Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrrsupport@cityofsouthfield.com](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.

## REQUIRED EXPERIENCE AND TRAINING:

- A Bachelor's Degree in public administration, business administration, or related field is required.
- A Master's Degree in public/business administration is highly desired.
- Seven (7) to nine (9) years increasingly responsible executive level experience preferably leading a local government public works operation, capital improvement, project management, and strategic planning. Other combinations of experience and education that demonstrate the ability to perform the essential functions of the position may be substituted.

**EEO Category:** Officials and Administrators

**FLSA Status:** Exempt

**Employment Status:** This position is appointed by the City Administrator with the approval of City Council. It is an "at will" unclassified Department Head position that works under general policy direction. It is not covered by the Administrative Civil Service Merit system, nor is it covered by collective bargaining.

**APPLY AT:** City of Southfield, Human Resources Department,  
26000 Evergreen Road, Southfield, MI 48076

**A Completed City of Southfield application packet is required to be considered for this position.**

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)  
Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

**This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.**

**This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.**

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

[mc/dated: November 8, 2021]



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