



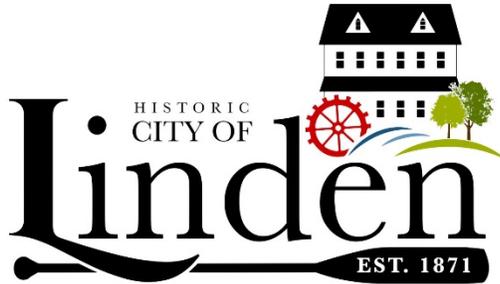
132 E. Broad Street • Linden, MI 48451 • P.O. Box 507

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The City of Linden is seeking a visionary individual to become their Public Services Director. The City of Linden is a growing community, located in SW Genesee County, MI. Linden is a historic community with strong family values, friendly people, numerous parks and trails, and a business district which is currently growing. The Public Services Director reports to the City Manager and leads a team of 4 full time employees while overseeing the operations of 20 miles of water distribution main, a water treatment plant, 4 production wells, 17 miles of wastewater main, 4 sanitary sewage lift stations, 3 parks, a large cemetery, 17.4 miles of major and local roadways, and the City's buildings and grounds, with a combined operating budget of \$1.7 million.

The landscape of the public works industry has changed drastically, a person who can utilize the new work products to plan, administer and move the community forward is necessary. The Public Services Director is responsible for and providing the highest level of water, wastewater, parks and recreation, building and grounds services including: Operating 4 production wells, a water treatment plant, lift stations, pump stations, water storage facilities and 17.4 miles of roads. The Director must maintain compliance with all Michigan Department of Environment, Great Lakes and Energy (EGLE), EPA, MDOT, Genesee County and other local, state, and federal requirements. One must analyze complex engineering and maintenance issues to evaluate solutions, provide sound recommendations, and develop courses of action. Coordinating with inspections and contracted engineering staff on design and construction projects. A successful candidate will maintain an effective working relationship with staff, engineers, contractors, and governmental officials and serving on boards and committees as assigned, representing the City at professional meetings; and when necessary, responding to after-hours emergencies. A high priority will be placed on compliance with State regulations and collaborating with developers, as well as completion of a staffing and succession plan to ensure continuity in the department.

Please review the profile of the position and the job description. If you are that person that meets the expectations of the community, please fill out a City of Linden job application, attach a short resume and cover letter and send them to the City Manager at [manager@lindenmi.us](mailto:manager@lindenmi.us) or mail to City Manager, 132 E. Broad Street, Linden, MI 48451. Please contact Ellen Glass or Tom Trice at 810-735-7980 with any questions. The salary will be dependent on qualifications. The City of Linden will accept applicants for this position until it is filled.



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**Director of Public Services  
Job Description  
The City Linden, Michigan  
March 30, 2021**

The Department of Public Services provides an array of services throughout the year to both the residents and members of Linden's business community. This includes the maintenance of roads, water treatment and distribution, wells, sewer, buildings and facilities, parks, cemetery, engineering, equipment and other issues as assigned.

The Department of Public Services mission is to provide outstanding services that continually enhance the quality of life for everyone who lives, works, and visits our city. With a workforce of dedicated and trained employees, we strive to maintain our infrastructure, parks, cemetery, and city buildings in the most cost-effective way.

**About the Role**

The City of Linden seeks a Director to carry out the DPS's mission. In this role, you will be responsible for planning, organizing, and directing the administration and management of the Linden Public Services Department, under the direction of the City Manager. During certain situations, this position may be required to be a part of the operational field staff.

**These responsibilities include:**

- Supervision of all Public Services employees (a full-time Foreman, 3 full time Technicians and seasonal employees, and additional part-time employees as needed).
- Planning and implementation of all public works projects, operations, programs, policies, and procedures.
- Prepares preliminary budget and administers and monitors final approved budget based on past programs and future needs.
- Selects and procures materials and equipment as needed and budgeted.
- Oversees all building and grounds maintenance including City Hall, DPS, wells, treatment facilities, cemetery and parks.
- Confers with outside public works directors and state agencies concerning current policies and programs.
- Maintain professional memberships with associations and organizations pertaining to public works and water/sewer.

- Maintains all Major and Local roadways, water and sewer infrastructure including: wells, treatment facilities and lift stations, as well as all city owned properties, facilities, cemetery and parks.
- Maintains a variety of records and prepares related reports as required by various state, city, and cooperative organizations.
- Responsible for overseeing the City's vehicle maintenance and vehicle replacement.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Meets with engineers, vendors, contractors, and consultants regarding departmental activities.
- Reviews and advises on development plans and permits for work on City rights-of-way.
- Advises City Manager, City Council, individuals, contractors and other on departmental issues; assembles necessary resources to solve a broad range of service delivery problems in the area of public works and utilities services; assists in the preparation of new City ordinances and the revision of existing ordinances.
- Development of specifications and bid documents for a variety of public works utilities-related designs, construction and maintenance projects and recommends contract awards.
- Develops contracts, bid specifications and proposals of a variety of city contracts, services and equipment.
- Oversees the city's consulting engineer.
- Makes presentations to the City Council and various citizens/business groups.
- Performs other duties, as needed.

### **Desired Qualifications**

- Thorough knowledge and 5 years of experience in public works operations, engineering, planning, leadership and management principles and practices
- Two years of college or graduation from the Michigan Public Service Institute
- Leadership experience in civil engineering, public works, or utilities
- S-2 Water Distribution Certification by the State of Michigan
- D-2 Water Treatment Certification by the State of Michigan
- Valid Michigan's Driver's License and a CDL (A or B) License
- Exceptional communication and collaboration skills
- Advanced problem solving and decision-making skills
- Proven success in a fast paced/quickly changing environment
- Exceptional person and project leadership skills
- Must be proficient in Microsoft applications and computer skills

*The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered. For purposes of Employment Standards, this classification is "Exempt" from the overtime provisions of the Fair Labor Standards Act.*

Position will remain open until filled.

Salary depends on qualifications.