



# Saline

## Public Works Director Candidate Profile



## Community Profile

Located in Washtenaw County, Saline is home to over 9,000 residents and covers 4.14 square miles. Saline Residents enjoy an abundance of parks, museums, walking paths, retail shops, restaurants, and businesses. The City is well known for its downtown special events and other prominent programming such as the downtown Farmer's Market and Art Around Saline.

The staff and city council of Saline take great pride in delivering exceptional services to residents and businesses. All that hard work pays off as Saline is consistently ranked as a top place to live in Michigan and across the nation! Saline attracts residents of all ages and backgrounds but stands out as a premier community for raising a family thanks to its highly rated school system.

### In the News

**In the U.S. News survey Saline High School is consistently ranked among the best public high schools in America (top 5%), including as a premier institution for STEM nationwide (top 10%) and as the #1 rated school for athletes in Michigan.**

**Saline earns an "A" rating in Niche.com rankings of Michigan's best places to live.**

Saline receives an "A+" for public schools, and "A+" for raising a family, and an "A" overall.

Among its suite of municipal services, the City of Saline operates a 24/7 police department, a robust parks and recreation department including the Saline Recreation Complex, a Water Treatment Plant, and Wastewater Treatment Plant.

**Year of Incorporation:** 1887

**Form of Government:** Council-Manager

**Land Size:** 4.14 square miles

**Population:** Approx. 9,014 and growing!

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## General Profile

The City is seeking a full-time Public Works Director to join our dynamic team and champion our vision for the future. Serving under the direction of the City Manager, the DPW Director, plans, organizes, directs, and supervises the operation of the City's Public Works Department to maintain the quality and safety of the City's infrastructure.

In coordination with City Administration, the DPW Director develops policies and procedures to ensure efficient operation and maintenance of City infrastructure. The Director also develops and administers the annual departmental budget, administers the solid waste and recycling program, and assists in land use development policies, procedures, and standards.

The DPW Director supervises the assignments of department staff, including streets, water distribution, sanitary sewer collection, storm water, drainage, motor pool/garage operations, lighting, forestry, facilities maintenance, and parks maintenance.

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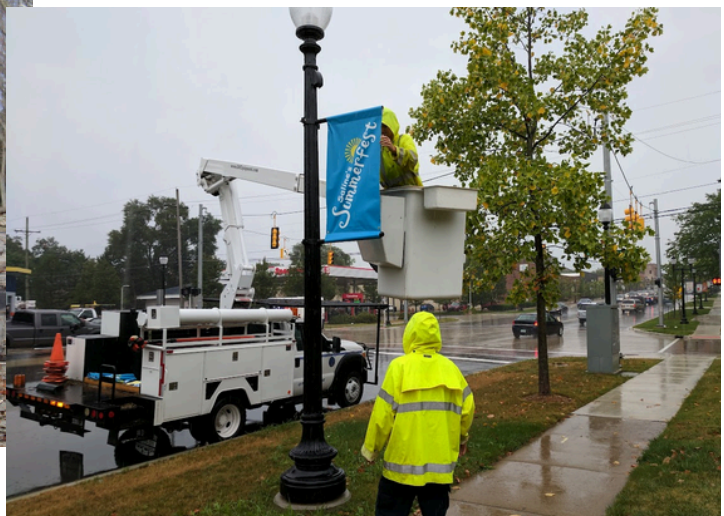
## Position Description

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, long term planning, and capital needs assessments.
  - Develops, recommends, and implements policies and procedures in accordance with City standards, State regulations, and union contracts.
  - 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.
  - Meets regularly with City Manager and department heads to discuss problems and schedule maintenance and repair activities. Responsible for reviewing progress and directing changes to procedures as needed to improve efficiency and effectiveness of operations.
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## Essential Job Functions

- Procures or oversees others in the procurement of 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.
- Evaluates public works needs and formulates short and long-range plans to meet needs in all areas of responsibility including streets, water, sewer, storm water, drainage, motor pool/garage operations, lighting, forestry, facilities maintenance, and park maintenance.
- Coordinates engineering and construction services with the City Engineer. Prepares or works with selected professional service providers to prepare project bid documents and respond to contractor inquiries. Oversees construction related activities to ensure conformance with project specifications and standards.
- Prepares annual budget based on experience, present needs, and future expectations. Manages the budget to assure effective and efficient use of the budgeted funds, personnel, materials, facilities, and time.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations. Resolves citizen complaints or assists them in reaching the proper source of assistance.
- Serves on special committees and participates in civic and professional organizations as appropriate.
- Keeps informed of public works developments, new administrative techniques, new regulations, and requirements associated with emerging issues in public works and recommends actions to ensure adherence to best practice standards.



## Essential Job Functions Cont.

- 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.
  - Assists in the preparation of grant application materials and grant compliance activities for capital projects, as requested.
  - Works cooperatively with other city staff and employees to complete projects, provide information, prepare reports, implement programs, maintain customer service, and improve the quality of life in the community.
  - Responds to emergencies utilizing and maintaining well-defined procedures. Is available 24-hours a day for emergency response or coordination of staff for emergency, if necessary.
  - Works closely with engineers on a variety of projects for all departments including assisting with value engineering decisions and field inspections for capital projects.
  - Manages commercial and residential solid waste and recycling operations and processes monthly invoices. Participates in Washtenaw Regional Resource Management Authority and reports on program efficiency. Coordinates public relations and promotion of the solid waste and recycling program through brochures, social media, news articles etc.
  - Monitors DTE and city-owned street and park lighting operations and processes monthly invoices.
  - Regular and routine onsite attendance.
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## Supplemental Job Functions

These are job duties the individual must be able to perform, with or without accommodation. Removal of these functions would NOT fundamentally change the job

- May serve as the City's appointed Street Administrator for MDOT Act 51 reporting.
- All other duties as assigned.



## Minimum Qualifications

A successful candidate will possess the following:

- Bachelor's Degree or the equivalent specialized training or course work in civil engineering, construction management, or a related field. (May be substituted with 4 additional years of related experience.)
- 7 years of prior supervisory experience
- 10 years of progressively more responsible experience in the construction, maintenance, engineering and/or operation of public infrastructure systems or equivalent

Licenses/Certifications Required:

- State of Michigan S-2 Water distribution license or ability to obtain within first 12 months of hire.
- Storm Water Management Operator Construction and Industrial Certification strongly preferred or ability to obtain within 12 months of hire



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## Physical Demands & Work Environment

This position is an administrative, salaried position which is primarily office-based. During the course of performing job duties, the DPW Director will need to travel to various locations within the City.

Occasionally this position may be required to work in hot, cold, or wet environments, or be exposed to electrical or mechanical hazards.

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## Salary & Benefits

The starting salary range for this position is \$103,000 to \$122,000, depending on qualifications. Additional monetary benefits may include paid cellular service. The City offers a casual working environment.

The City of Saline is committed to providing exceptional benefits for employees and their families. The following provides a summary of currently available benefits for most regular, full-time employees.

**Health Care:** City of Saline offers three unique health care plans to meet the needs of its diverse work force. Plan options include a low deductible PPO or HMO, or high deductible Health Savings Account (HSA) eligible plan with options for city sponsored HSA contributions. Employees who select the PPO or HMO plan also have the option of opening a Flexible Spending Account. Payment in lieu of insurance is also available.

**Dental and Vision:** The City covers the full premium cost of dental and vision coverage for all full-time, non-union staff employees.

**Limited Purpose Flexible Spending Account:** All employees with an HSA account have the option to contribute pre-tax to a limited purpose FSA. Any employee may elect to contribute to a Dependent Care FSA.

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## Benefits

**Holidays:** The City offers ten (10) paid holidays and two (2) floating holidays annually.

**Vacation Leave:** New hires accrue eight (8) hours of vacation leave a month. The accrual rate increases with years of service. In addition, all full-time non-union administrative staff receive forty (40) hours of bonus vacation leave at the start of each new fiscal year (July 1st), prorated upon hire.

**Personal Days:** Full-time non-union administrative staff accrue forty (40) hours of personal leave annually.

**Sick Leave:** Employees accrue eight (8) hours of sick leave each month.

**Equal Pay:** The City has committed to offering equal pay for equal work. We are ever mindful of ensuring that all employees are compensated equitably and according to their merits.

**Paid Parental Leave:** Full time employees are entitled to paid parental leave following the birth, adoption, or foster care placement of a child. Ten (10) days for the secondary caregiver or twenty (20) days for the primary caregiver.

**Rec Center Discount:** The City offers discounted Rec Center membership for all full-time employees. Rates are reviewed annually.

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## Application Process

Interested applicants should submit a letter of interest, resume, and professional references to [april@doublehulsolutions.com](mailto:april@doublehulsolutions.com). Be sure to place "Saline Candidate" in the subject line.

Any questions or inquiries regarding the position can be made to the attention of:

April Lynch  
Double Haul Solutions  
[april@doublehulsolutions.com](mailto:april@doublehulsolutions.com) / (734) 476-4948

Position remains open until filled.

The City of Saline is an equal opportunity/ADA employer.

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