



## Assistant DPW Director - City of Gibraltar

The City of Gibraltar is looking for qualified applicants for the Assistant Department of Public Works Director. Applicants should send a cover letter, resume, job application available at ([www.cityofgibraltar.mi.gov](http://www.cityofgibraltar.mi.gov)), and any relevant references to Rachel Witherspoon, City Administrator or Katherine Tomasik, City Clerk, City of Gibraltar, 29450 Munro, Gibraltar MI 48173, by **4:00 p.m. Friday, April 24<sup>th</sup>, 2026**.

Any questions should be directed to Rachel Witherspoon, City Administrator, at 734-676-3900 x228 or [rwITHERSPoon@cityofgibraltarmi.gov](mailto:rwITHERSPoon@cityofgibraltarmi.gov). The City of Gibraltar does not discriminate based on race, creed, color, religion, sex, height, age, national origin, or against individuals with disabilities.

**Salary:** 75-\$85,000 per year plus benefits.

### **Position Summary:**

Under the general direction of the Public Works Director, assists with planning, directing, and supervising all aspect of the City's Public Works department including streets and sidewalks, traffic control, water treatment and distribution, sanitary and storm sewers, parks and recreation, fleet maintenance, buildings, and grounds and forestry. Serves as department director in that person's absence as assigned.

### **Essential Job Functions:**

*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.*

1. Assists in the planning, and directing of all aspects of department operations including personnel, operations, and general administration. Recommends and implements policies and procedures, internal controls, and goals and objectives in accordance with department needs, City directives, and legal requirements.
2. Oversees the day-to-day work of department staff. Assesses project progress, inspects for work quality, and keeps department director informed on project status and performance issues. Assigns work, trains, evaluates performance, and participates in the hiring process of department staff.
3. Participates in the inspection and evaluation of City infrastructure to determine maintenance and capital improvement needs. Participates in the design and initiation of new projects, monitors progress and quality of work, and ensures projects meet specifications.



4. Assesses daily operations and suggests changes for improved efficiency. Recommends short and long-range plans for the department and assists with planning and coordinating capital improvement projects.
5. Participates in special programs and projects, including emergency response, tree programs, CDBG projects, and other programs as assigned. Responds to program inquiries, performs related inspections, and assists in the preparation and maintenance of related documents and files.
6. Provides administrative and technical guidance to the City Administrator, City Council, and other City departments as requested. Researches related regulatory issues, prepares findings, and recommends departmental improvement strategies.
7. Participates in the development and administration of the departmental budget, including equipment rentals and capital improvement projects. Assesses capital needs and makes recommendations concerning capital improvements and equipment acquisition.
8. Assists in the maintenance of all necessary records in accordance with administrative rules, contract language, and legal requirements including state and federal legislation and local ordinances and regulations. Compiles operational statistics and assists in completing a variety of reports required by the City, state, and other funding agencies.
9. Instructs employees on safety standards, precautionary procedures, and departmental policies and procedures.
10. Attends City meetings and other county, state and federal agency meetings as a representative of the City as requested. May participate in the grievance process and assist in administering labor contracts.
11. Acts as department director in that person's absence. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, City officials, employees, and others.
12. Conducts research, prepares reports, and completes special projects as assigned.
13. Keeps abreast of modern developments, evolving issues, and changing legislation and policies in Public Works through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs related work as required.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A high school diploma or equivalent is required. An Associate's degree or equivalent training in public works, general maintenance, or related field is preferred. A combination of education and experience may be considered.
- Ability to pass a background check and drug test.
- Five or more years of progressively more responsible experience in public works and water systems, or related field is required. Prior supervisory experience is preferred.



- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan DEQ S-2 certification.
- State of Michigan Storm Water Management and Industrial Site program certification with knowledge of the MS4 application and process.
- MIOSHA 10hr safety certificate.
- Thorough knowledge of the methods, procedures, and tasks associated with construction projects, infrastructure systems repair and maintenance, building and grounds repair and maintenance, utilities repair and maintenance, and related safety procedures.
- Thorough knowledge of the equipment, materials, and approaches utilized in public works operations.
- Knowledge of the principles, practices, and techniques of public municipal public service operations and safety issues.
- Skill in the use and instruction of a variety of equipment, tools, and other implements related to department activities.
- Skill in the use of office equipment and technology, including computers, specialized systems, and other related software, and the ability to master new technologies.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining and updating complex records and maintaining complex record keeping and document retention systems.
- Ability to effectively train, lead, and motivate employees, and supervise and evaluate the work of others.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

### **Physical Requirements and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



While performing the duties of this job, the employee is regularly to travel to various locations within the City and work outside the office at field sites, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment may be loud in field situations.

While performing the duties of this job, the employee occasionally works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. The noise level in the work environment is usually quiet.