# DEPARTMENT OF PUBLIC WORKS (DPW) SUPERINTENDENT
## Reed City, Michigan

The City of Reed City, population 2700, is seeking a Full Time Department of Public Works (DPW) Superintendent who is considered part of the day to day work force. The position reports directly to the City Manager. The Superintendent plans, organizes, supervises and directly participates in the operations of the Public Works Department. Performs related administrative duties and oversees all operational areas including but not limited to water production, storage and distribution, sanitary sewer collection system, all aspects of the Street right of way system, public buildings, parks and public grounds, cemetery and storm sewer systems. Successful candidate must pass background check and drug test.

Current Salary Range and Department Benefits per July 2026 Resolution

| Salary Range: | Min | Mid | Max |
|---|---|---|---|
| | $60,322 | $70,568 | $82,555 |

Essential Job Functions:

- Plans, directs and supervises the DPW operations.
- Supervises departmental personnel and prepares staff schedules and work assignments.
- Monitors and enforces municipal policies, complies with union contracts and safety rules and procedures in accordance with OSHA/ MIOSHA regulations. Coordinates safety training.
- Reviews and direct the appropriate maintenance of all equipment and appurtenances associated with the operations of each department.
- Assists in preparation of required reports to state agencies.
- Participates in the development of bid specifications for equipment, maintenance services and construction and special projects.
- Makes recommendations to the City Manager as to capital expenditures and outlay.
- Assists in the preparation of annual departmental budgets.
- Makes recommendations on traffic flow issues to the City Manager and Chief of Police.
- Oversees and direct projects including liaison with contractors, engineers, architects or any other agents or firms as directed by the City Manager.
- Attends Board and public meetings as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Three or more years of progressively responsible experience in public works and water systems, including supervisory and administrative duties.
- A valid Michigan Commercial Driver's License (CDL) with a minimum Class B endorsement.
- Knowledge of water and sewer systems and the public health and safety regulations governing a municipal water distribution system.
- Knowledge of the civil engineering principles, practices and methods applicable in a municipal setting.
- Knowledge of the equipment, materials and approaches utilized in public works operations and related safety procedures.
- Working knowledge of computerized programs related to DPW operations.
- Ability to maintain discipline, lead and command employees effectively under emergency conditions, and work effectively under stress and within deadlines and changing work priorities.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, other professionals, the media and City officials, administrators and employees.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.