

OPERATIONS MANAGER

Public Works Department



THE CITY OF HOWELL

Howell, Michigan is a dynamic, full-service city of nearly 9,500 residents chartered as a council-manager form of government located in Michigan's southeast region. It is financially and politically stable.

While only a short drive to some of the state's most celebrated urban amenities and vigorous labor markets, Howell is a self-contained preferred destination of its own where real estate sales are marked in days. Winner of a 2018 Great American Main Street Award, the vibrant and historically preserved downtown attracts visitors from throughout the region. It's well supported school system, safe walkable neighborhoods and distinctive personality have kept this family-friendly town growing even during Michigan's great recession.

The 2020-2021 total operating budget of \$26,481,948 (general fund budget of \$7,669,284) supports 61 full and part time employees who excel in an interdependent and supportive culture.

Governance and Organization

Howell is a council/manager form of local government by Charter. Six non-partisan, at-large Council members serve staggered four year-terms. The Mayor is elected independently and serves a two-year term.

The Council appoints the Manager, sets policy and determines the strategic direction, and approves the budget and major expenditures while serving as the legislative authority through the approval of ordinances and major planning initiatives. The Mayor and the Manager meet on a regular basis and review the council meeting agenda together. All department directors report to the City Manager. All Directors excepting the Clerk, Treasurer, Assessor and City Attorney (who are appointed by the Council) are hired by the Manager.

Howell possesses a solid foundation upon which to move forward. The budget is balanced, and the General Fund Balance exceeds 25%. The administrative team is professional, experienced and well respected by the community.



History

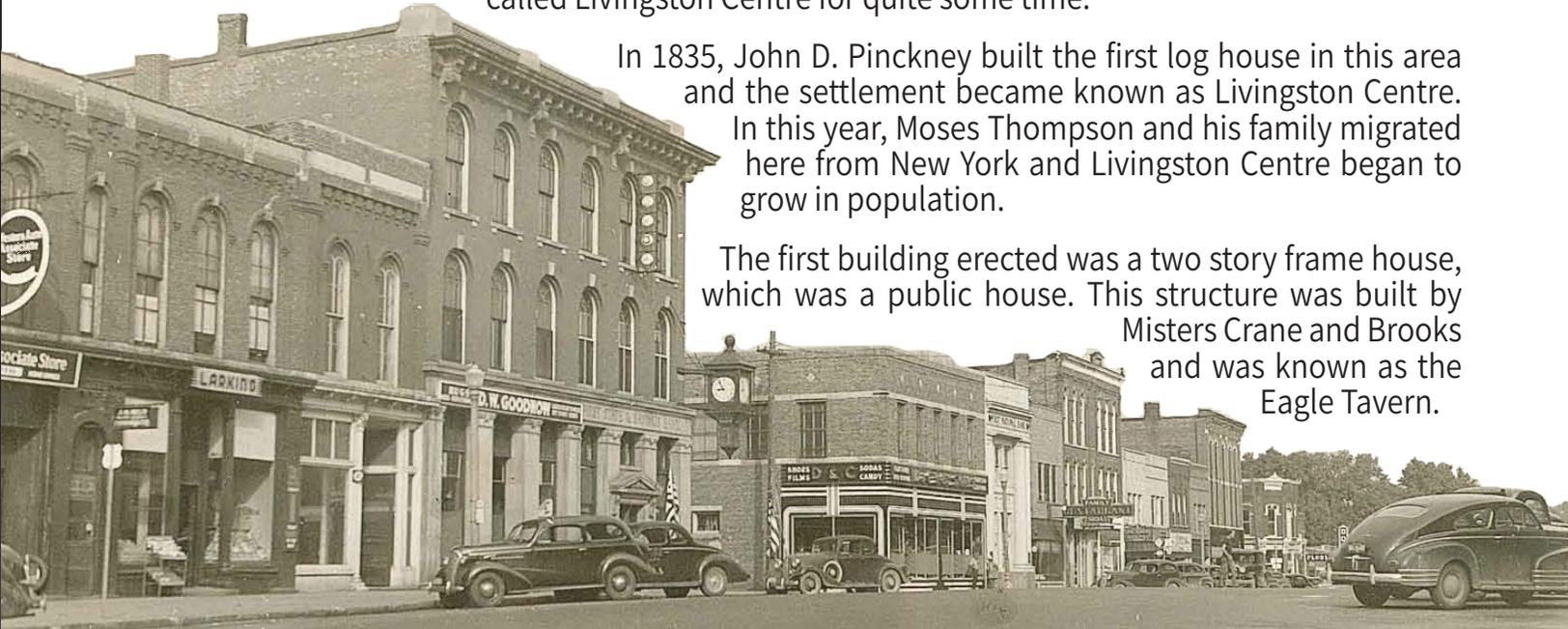


The City of Howell, as we know it now, was established as a village by an act of Legislature on March 14, 1863, consisting of sections 35 and 36, and the south half of sections 25 and 26 of Howell Township.

The first actual settlements in Howell, were made by George T. Sage, John D. Pinckney, James Sage, and David Austin in the year 1834. The village was laid out by Flavius J. B. Crane and Edward Brooks in July 1835, and was named Howell in honor of Thomas Howell, a friend of Mr. Crane and son of Judge Howell of Candaequa, New Jersey. The name did not come into immediate use, however, as it was called Livingston Centre for quite some time.

In 1835, John D. Pinckney built the first log house in this area and the settlement became known as Livingston Centre. In this year, Moses Thompson and his family migrated here from New York and Livingston Centre began to grow in population.

The first building erected was a two story frame house, which was a public house. This structure was built by Misters Crane and Brooks and was known as the Eagle Tavern.



Schools



Howell Public Schools is the largest of the five districts in the county serving over 7,000 students in 10 buildings with 403 teachers. Involvement can begin with the Little Highlander Learning Center in the infant day care center and extend through to the high school which houses a Freshman Campus and the 10-12 High School building.

The Innovation Academy was created to provide high schoolers who fare better in a smaller setting with an individualized standard-driven education. One of the elementary schools is a magnet school for students whose first language is not English.

Forty-one colleges and universities are within 50 miles (under an hour commute) from Howell.

Economic Life



Howell is the County seat of Livingston County located in Michigan's southeast region. The County, one of the highest income counties in the United States. Even with the strong job markets nearby, 29% of Howell's residents work in the city, a 7% increase over the last 15 years.

The largest employers include Thai Summit America Corp, Citizens Insurance, Livingston Educational Service Agency, St. Joseph Mercy Hospital, Howell Public Schools, Livingston County, Pepsi Bottling Group and Norvares US.

A vibrant downtown, replete with well-cared for historic architecture and diverse calendar of events, is a regional destination. The central business district has a reputation for creative independent retailers and restaurateurs. It serves as a safe, welcoming and highly energetic gathering spot for residents and visitors alike.

DPS OPERATIONS MANAGER



Under the general direction of the Public Services Director and Deputy Director the operations manager will perform a variety of supervisory, administrative, skilled, technical, and maintenance work for the public works department in the fields of water distribution, sanitary sewer collection, storm sewer management, street repair and maintenance, forestry, equipment pool, facility maintenance, community promotions and customer service.

Our ideal candidate will not only be committed to servant leadership, but will also understand the significance of this opportunity to join a very positive team with significant experience. We're searching for someone who understands the importance of sacrificing to help other teams when needed (not to mention receiving help when necessary) and knows that the organization succeeds as a team.

Essential Job Functions

- Plans, schedules and implements maintenance and operation activities designed to provide quality public works services.
- Trains, supervises and disciplines employees performing the duties of Public Works.
- Makes certain that all regulatory requirements are being met or exceeded within the Public Works Departments.
- Responsible for the accurate reporting of all regulatory requirements to the appropriate agencies.
- Responsible for the administration and oversight of regulatory programs such as cross connection control program, storm water phase II, sign reflectivity, Asset Management, and others.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of Public Works operations.
- Acts as the Cross Connection Control Officer for the Cities cross connection control program.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, and reports.
- Advises supervisor, City Manager, and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding Public Works services.
- Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials.
- Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of all public works areas and other department facilities to insure that all equipment is in proper working order.

Essential Job Functions (continued)

- Analyzes annual operating costs and makes recommendations for department budget.
- Provides recommendations regarding capital and equipment purchases and requisitions all supplies and materials needed for effective department operation.

Desired Minimum Qualifications

- Graduation from high school education or GED equivalent, and
- Seven (7) years of experience relating to construction, roads, water distribution, sewer collection, general public works, utility installation and maintenance, or
- Any equivalent combination of education and experience.
- Valid State driver's license, or ability to obtain one.
- Must have a Minimum of State of Michigan S-2 Certification as a Water Distribution Operator.

Required Knowledge and Skills

- Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems; sanitary sewer collection system; storm water management; equipment pool; street maintenance and forestry.
- Skill in operation of the listed tools and equipment.
- Ability to guide, direct and motivate employees;
- Ability to organize and supervise the activities of various crews performing construction and maintenance work;
- Ability to communicate effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, other departments and the public.



COMPENSATION & BENEFITS

Howell offers a competitive compensation package including:

- Salary: \$64,030 - \$77,829 DOQ
- Group medical, dental, vision, life insurance, long-term disability, optional short-term disability, additional life insurance available
- Competitive MERS retirement benefits
- 12 paid holidays
- 24 paid leave days annually
- Optional 457 deferred compensation plan
- Section 125 optional benefits

APPLICATION PROCESS



If you are interested in applying for this position, please complete an application [HERE](#).

Questions?

Contact Human Resources at
517-546-3502 or HumanResources@CityofHowell.org

RESOURCES

City of Howell
Cityofhowell.org

Facebook
facebook.com/TheCityOfHowellMichigan

Instagram
instagram.com/cityofhowellmi

Howell Public Schools
howellschools.com

Livingston County EDC
edclivingston.org

Howell Chamber of Commerce
howell.org

Livingston Post
thelivingstonpost.com



HOWELL



www.cityofhowell.org