

## **Village of Sanford City Manager/Project Manager**

### **Appointed by the Council**

### **Possible 1-2 Year Assignment**

The Village of Sanford Manager is in charge of the following duties:

#### **General Village Duties**

Oversees the duties of the DPW Supervisor and two laborers. Sets the daily and weekly work schedule and priorities for the DPW Supervisor and two laborers.

In charge of local & major streets and alleyways. Maintains public places and property of the Village of Sanford. He/she shall supervise and manage all utilities and public works and services of the Village of Sanford. He/she shall perform such other duties as may be prescribed by him by the Village of Sanford Council.

1. Oversee local & major street maintenance.
2. In coordination with the Village of Sanford Council, make recommendations and decisions about repairs to the street as needed.
3. If contractors are needed, will obtain three bids and certification of insurance by the contractor.
4. Present bids to council for approval.
5. Work with local agencies to help each other such as County parks, County roads, and water, department.
6. Upkeep and replacement of equipment.
7. Check Village drains, clean drains and keep in good working order.
8. Handling public works complaints from Village residents as needed.

#### **Other Duties:**

1. Staffing:
  - a. With board approval, hire and train all employees
  - b. Directing day-to-day work of employees
  - c. Setting schedule of employees
2. Scheduling Work with Contractors, get bids for work, bring bid to the Village Council for approval.
3. Interface with Midland County Road Commission (MCRC) and MDOT representing Village of Sanford interests.
4. Maintain & Replace Equipment:
5. Represent the Village on the MATS team

#### **The DPW Supervisor and Laborers at the direction of the City Manager will:**

1. Check street lights once a month and report any light out to Consumers Energy for repair.
2. Patch streets (holes) with asphalt.
3. Arrange Line striping on streets as needed.
4. Use weed removal equipment in areas around streets and clean ditches.
5. Put up flags in town and take down in fall.

6. Water flowers in Village.
7. Take care of road signs.
8. Put benches in Village in Spring, take out in fall.
9. Take care of snow removal using contractors or Village staff including downtown snow removal.
10. Snow blow sidewalks around town.
11. Plow Village office, DPW building and museum and park.

**Village Park:**

The DPW Supervisor is in charge of maintaining the park which includes the Playground Equipment, Baseball fields, parking areas, horseshoe pits, river bank, and keeping the picnic shelter in good condition.

1. Walk park, pick up trash, check port-a-john daily.
2. Dump trash cans once/week or as needed.
3. Rake playgrounds twice a week or as needed.
4. Inspect playground equipment three times a season and record.
5. Check sand around playground and add if needed.
6. Blow out pavilion once/week or as needed.
7. Paint and repair picnic tables.
8. Paint post in park and anything else needing paint.
9. Mow park and clear weeds around park.
10. May be asked to do some duties out of normal, such as pick up litter on roadways, streets, remove dead animals in the village, traffic control for special events.

**Village Streets:**

May be asked to do some duties out of normal, such as pick up litter on roadways, streets, remove dead animals in the village, traffic control for special events.

**From the Charter:**

The Superintendent of Public Works shall be in charge of streets, alleys, and public places and property. He shall supervise and manage all utilities and public works and services of the Village. He shall perform such duties as may be prescribed for him by the council.

**Preferred Criteria to Fill the Role:**

1. Experience in writing bid packages and procuring the bid.
2. Experience in overseeing buying and maintenance of equipment.
3. Experience in working with road-related issues and interacting with MCRC, et al.
4. Experience in working for or interacting with a government municipality.
5. Experience in leading a crew, prioritizing work, with good communication skills.
6. Live within 30 miles of the Village of Sanford.
7. Experience with computer equipment for receiving and sending emails, etc.
8. Experience with using Microsoft Word & Excel.
9. Experience writing the value proposition for buying/maintaining equipment, etc.