

VILLAGE OF CENTREVILLE

DPW SUPERVISOR

POSITION SUMMARY

The DPW Supervisor is responsible for supervising and participating in the daily operations of the Village Department of Public Works, including water and wastewater systems, streets, stormwater infrastructure, parks, buildings, grounds, vehicles, and equipment.

This is a working supervisor position requiring both hands-on field work and the supervision, planning, and coordination of DPW employees and projects. The position works under the direction of the Village Manager/Clerk or other designated Village official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, assign, supervise, and participate in daily work of DPW employees.
- Establish work priorities and coordinate maintenance, repairs, and projects.
- Provide leadership, direction, and training to DPW employees.
- Operate, maintain, and oversee the Village's water distribution and wastewater systems in accordance with applicable requirements.
- Perform or oversee required water and wastewater sampling, testing, inspections, recordkeeping, and reporting.
- Maintain and repair water mains, valves, hydrants, meters, sewer mains, pumps, lift stations, and related infrastructure.
- Supervise and participate in street maintenance, pothole repair, signage, right-of-way maintenance, and stormwater system maintenance.
- Coordinate and participate in snow and ice removal operations.
- Supervise and participate in the maintenance of Village parks, buildings, grounds, sidewalks, and other public property.
- Operate Village vehicles and equipment, including trucks, snowplows, loaders, backhoes, tractors, and mowers.
- Oversee preventative maintenance and repairs of Village vehicles, equipment, and tools.
- Maintain required departmental, maintenance, inspection, and regulatory records.
- Assist Village administration with DPW projects, equipment needs, capital improvements, quotes, contractors, and vendors.
- Maintain appropriate supplies, materials, tools, and equipment.
- Promote and enforce safe work practices.
- Respond professionally to resident concerns and service requests.
- Perform other duties related to Village operations as assigned.

EMERGENCY AND ON-CALL RESPONSIBILITIES

The DPW Supervisor is an essential Village employee and must be available to respond to emergencies and operational needs outside normal working hours when necessary.

This includes water and sewer emergencies, snow and ice removal, severe weather, flooding, fallen trees, equipment failures, and other situations affecting Village infrastructure or public safety.

Evening, weekends, holidays, and extended hours may be required.

REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Valid driver's license with an acceptable driving record.
- Possess a **Michigan Class B Commercial Driver's License (CDL) with air brake qualification or obtain it within 180 days of hire.**
- Experience in public works, water/wastewater operations, utilities, construction, heavy equipment operation, infrastructure maintenance, or a related field.
- Supervisory, leadership, or crew-leader experience.
- Ability to safely operate trucks, heavy equipment, power equipment, and hand tools.
- Mechanical aptitude and ability to troubleshoot equipment and infrastructure problems.
- Ability to organize and prioritize work and supervise employees.
- Basic computer, recordkeeping, and reporting skills.
- Ability to communicate effectively with employees, residents, Village officials, contractors, and regulatory agencies.

WATER AND WASTEWATER LICENSES

The preferred candidate will possess the following State of Michigan operator licenses:

- **D3 Drinking Water Treatment Operator License**
- **S3 Drinking Water Distribution Operator License**
- **L1 Wastewater Treatment Operator License**

Candidates who do not currently possess these licenses may still be considered.

The successful applicant must obtain and maintain the required D3, S3, and L1 licenses within three (3) years of hire, subject to applicable eligibility requirements and examination availability.

The employee will be expected to actively work toward obtaining the required licenses during this period.

PREFERRED EXPERIENCE

Preference may be given to candidates with experience in:

- Water distribution and wastewater treatment systems.
- Heavy equipment operation.
- Snow and ice removal.
- Mechanical, electrical, plumbing, welding, construction, or equipment repair.
- Regulatory recordkeeping and reporting.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires both supervisory and physical field work. The employee must be able to perform duties that include standing, walking, bending, kneeling, climbing, lifting and carrying materials and equipment, and working around vehicles and heavy equipment.

Work is frequently performed outdoors in varying weather conditions, including heat, cold, rain, and snow, and may involve exposure to conditions normally associated with water, wastewater, street, and public works operations.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

EMPLOYMENT REQUIREMENTS

Employment may be contingent upon applicable pre-employment requirements established by the Village, including verification of driving record, licenses and certifications, background check, and applicable CDL medical and drug/alcohol testing requirements.

All licenses and certifications required for the position must be maintained throughout employment.

HOW TO APPLY

Interested candidates must submit a **completed Village of Centreville employment application and résumé** for consideration.

Employment applications may be:

- Picked up at the **Village of Centreville Office**; or
- Obtained online at **centrevillemi.com**.

Completed applications and résumés should be submitted to the Village of Centreville Office.

GENERAL STATEMENT

This job description describes the general duties and responsibilities of the DPW Supervisor and is not intended to include every possible assignment.

The Village of Centreville reserves the right to modify duties and responsibilities based on operational needs.

The Village of Centreville is an Equal Opportunity Employer.