



Charter Township of Shelby

Public Works Operations Manager

The Charter Township of Shelby will be accepting applications for the position of Public Works Operations Manager from August 26, 2026 – September 4, 2026. Applications with proof of valid Driver's License, Education, Professional Experience, and S-2 Certification will be accepted until 11:59 pm on September 4, 2026. Late or incomplete applications will not be accepted due to Civil Service Rules.

Employment Status: Full Time

FLSA Status: Non-Exempt

Experience Required: Seven (7) years of experience in all phases of municipal water and/or wastewater operations with at least five (5) years of supervisory experience.

Minimum Education Requirements: Bachelor's Degree in Public Administration, Business Administration, Civil Engineering or similarly related field of study. An equivalent combination of education and experience may be considered by the Commission, when additional years of relevant experience may substitute for formal education.

Licensing / Certifications: Must possess a Michigan S-2 Municipal Water System Operator Certification with the ability to obtain a Michigan S-1 Municipal Water System Operator Certification within 2 years in the position. Michigan S-1 Municipal Water System Operator Preferred. Must possess a valid Driver's License.

Direct Supervisor: Director of Public Works

People Supervised: Direct (7), Indirect (24), Supervise and/or train employees of the same classification or lower depending on the task.

Physical Requirements: Visual and Hearing acuity, physically mobile

Primary Work Location: Office Environment; Outdoors; frequent interaction with staff and the general public.

Job Summary: Under general direction from the Public Works Director, assists in the planning, directing, and managing of the activities, employees, and operations of the Department of Public Works; coordinates assigned activities with other departments and outside agencies. Provides the necessary oversight, guidance, and supervision to ensure continued compliance with numerous federal, state, and county regulatory requirements. Provides highly responsible and complex administrative support to the Public Works Director; serves as the acting Director as assigned, and does related work as required.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential duties:

- Plan, direct and coordinate through subordinate level staff, the work plans, assignments of projects, and other areas of responsibilities. Review and



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evaluate work methods and procedures and meet with key staff to identify and resolve problems.

- Assist with the direction and management of the development and implementation of departmental goals, objectives, policies, and priorities.
- Participates in the selection, training, professional development, and work evaluation of department staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to the staff.
- Demonstrates continuous efforts to improve operations, streamline work processing, and work cooperatively and jointly to provide quality and seamless customer service.
- Participates in the development and administration of the department's budget. Forecasts funds needed for staffing, equipment, materials, and supplies; tracks spending; and implements budgetary policy and procedures.
- Analyses situations to determine solutions to various problems involving the operations, maintenance, and construction of the department's water and sewer systems, along with various special projects.
- Monitors changes in laws, regulations, and technology that may affect department operations; implements policy and procedural changes as required.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Attends and participate in professional group meetings; staying abreast of new trends and innovations in the field of public works and civil engineering
- Regularly confers with representatives from other departments to coordinate work activities and minimize duplication of work efforts. Meets with engineers, representatives of private businesses, and the general public on matters of department concern.
- Prepares and submits reports and recommendations, plus provides technical advice and information to the Director of Public Works.

Knowledge / Skills / Abilities

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge of

- Local government, state, and federal regulations pertaining to municipal water and sewer service
- Materials, methods, practices, and equipment used in water and sewer system operations and construction, maintenance, and repair.
- Management principals, practices, and effective supervisory, personnel management, and office practices.
- Principles of training and employee development.
- General budgeting and rate-making principals.

Skills

- Strong organizational and time management skills.
- Complex problem solving and critical thinking
- Active listening



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- Monitoring yourself and other's work
- Mathematics
- Sound judgment and decision making
- Basic use of computers and computer programs currently utilized by the Township for word processing, spreadsheets, and databases based on an evaluation examination as established by the Commission.

Abilities to

- Plan, organize, administer and coordinate a variety of services and programs.
- Professionally communicate information and ideas verbally and in writing.
- Analyze problems, evaluate alternatives, and adopt effective solutions.
- Effective interpersonal and public relation skills and the ability to work effectively with staff, government officials and other professionals
- Organize own work, coordinate projects, set priorities, and meet critical time deadlines.
- Interact with the public, peers, and superiors in a tactful and courteous manner.