



## Charter Township of Waterford Job Description

### Development Services Director

<b>Department:</b>	Development Services
<b>Supervised By:</b>	Township Supervisor
<b>Supervises:</b>	Department employees
<b>Bargaining Unit:</b>	M&A
<b>FLSA:</b>	Exempt
<b>Status:</b>	Full-time
<b>Grade:</b>	9

#### **General Summary:**

Under the general supervision of the Township Supervisor, functioning as the Development Services Director and Township Engineer. Manages and directs the activities of the Development Services Department to ensure projects within the Township are constructed in accordance with applicable laws, codes, ordinances and accepted practices.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Acts as liaison between the Township, citizens, news media, other governmental agencies, developers and municipal professions regarding Development Services Department issues.
2. Directs the recruitment and hire of department personnel. Supervises personnel, evaluates performance and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Prepares and presents annual budget requests, administers departmental budget and ensures that the authorized budgetary procedure is properly used. Reviews purchase requests, overtime usage, expense reports and other related requests.
4. Responds to development related violation inquiries from residents, contractors and other parties. Oversees the initiation of corrective measures and the sharing of information regarding applicable ordinances, standards and policies.
5. Keeps abreast of modern engineering practices and changes in regulations through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, training and seminars as appropriate.
6. Assists in the implementation of new technology, defines departmental needs and fosters departmental transition to new or upgraded technology.
7. Attends Board and Commission meetings as needed.

8. Assigns and guides the work of technical support staff
9. Answers questions from the general public, developers, real estate personnel, architects, engineers and various other public contacts regarding Development Services Department activities.
10. Coordinates work activities with other departments when projects require joint efforts.
11. Reviews plans and blueprints for new commercial, residential and municipal developments. Ensures compliance with Township codes and professional engineering standards relating to water, sewer, grading, drainage, public safety and other issues. Approves permits as warranted.
12. Makes recommendations regarding development permit approval
13. Ensures corrective measures are addressed by developers.
14. Manages the design and construction of the Township's infrastructure and capital improvement projects.
15. Supervises inspection of underground utilities and construction sites to monitor progress and ensure conformance to engineering plans, project specifications, construction and safety standards.
16. Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.
17. Assigns project personnel to specific phases of a project such as technical studies, engineering design, preparation of specifications and plans and structural testing.
18. Reviews project design for compliance with engineering principles and standards, contract requirements, related specifications and impact on the municipal infrastructure.
19. Prepares and directs acquisition of easement right-of-way for Township projects.
20. Coordinates development projects with consulting engineers, developers, architects, builders and regulatory agencies.
21. Supervises the design and construction of bike paths and other roadway improvements.
22. Reviews and makes recommendations for fill permits and lot and acreage splits.
23. Supervises the Housing Rehab Coordinator.
24. Oversees all CDBG reports required by Housing and Urban Development (HUD).
25. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in civil or environmental engineering, or three to five years of engineering site design, plan review and construction inspection responsibilities.
- Licensed Professional Engineer in Michigan.
- Valid Michigan driver's license is required.
- Thorough knowledge of the principles and practices of civil engineering.
- Considerable knowledge of municipal operations as they relate to development and growth of the Township.
- Good knowledge of applicable state and local building codes.
- Good knowledge of public relations and personnel management.
- Skilled in managing Development Services Department operations and programs; reviewing and interpreting site plans and engineering drawings; compiling and evaluating development criteria and formulating recommendations; accounting procedures; managing Development Services Department operations and programs.
- Must possess basic computer literacy and skills. GIS and CAD knowledge and experience preferred.
- Ability to utilize drafting, surveying and engineering tools and related computer programs.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with developers, residents, elected officials, employees, regulatory agencies and professional contacts.
- Ability to effectively communicate and present ideas and concepts orally and in writing. Ability to conduct public presentations.
- Ability to critically assess situations, solve problems and work effectively under stress, within deadlines and changes in work priorities.
- Ability to train, oversee and guide the technical and professional work.
- Ability to prepare and comprehend complex Federal Grant Forms.
- Ability to create, monitor and comply with annual budgets

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to fumes or airborne particles and outside weather conditions and occasionally works near moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet, and may become loud in field situations.

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***PLEASE SUBMIT APPLICATION, COVER LETTER AND RESUME***

Human Resources

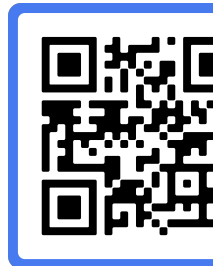
5200 Civic Center Drive, Waterford, MI 48329

[award@waterfordmi.gov](mailto:award@waterfordmi.gov)

Posting Date: November 9, 2021

Closing Date: Open until filled

Salary Range – 80,263. – 92,303 + Benefits



Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>