

Village of Sanford Manager/Project Manager Position Description

Variable hours, FLSA Exempt
\$50,000 annual salary

Equal employment opportunity employer the Village of Sanford is seeking a qualified individual for the position of Village Manager/Project Manager for an initial one-year term, with the possibility of renewal. The position reports to the Village President and Council. Applicants must be at least 18 years of age and live within 30 miles of the Village.

The duties of the Village Manager/Project Manager include:

- Managing street maintenance projects
- Coordinating with the Village of Sanford Council (Council) by making recommendations and decisions about repairs as needed
- Work with DPW Supervisor to obtain & present bids for work to Council for approval
- Work with DPW Supervisor as needed to coordinate project work with local agencies, including County Parks Department, Midland County Road Commission (MCRC), and Midland County Water Department
- Work with DPW Supervisor to develop a plan to maintain and replace equipment (as needed). If replacement is needed, present cost/benefit proposal.
- Work with Village DPW Supervisor to present a proposal for Village drains, cleaning drains and keeping drains in good working order
- Work with DPW supervisor to set the priorities for day-to-day work vs. project work and set a schedule with seasonal part-time workers.
- Coordinating the work of other Contractors retained by the Village
- Representing the Village in matters involving FEMA, MCRC, MDOT, MATs team, and other third parties as needed.
- Participating in Village Council Meetings as necessary
- Pursuing and administering grants and other funding opportunities on behalf of the Village
- Completing other related work assigned by the Council from time to time

Core Competencies

Experience

- Working for or interacting with a governmental entities
- Grant writing and administration
- Overseeing acquisition and maintenance of equipment, including the value proposition
- Writing bid packages and procuring the bid
- Municipal road-related issues and interacting with county road commissions
- Leading a crew and prioritizing work with good communication skills
- Computer equipment for receiving and sending emails and use of Microsoft Word & Excel

Interpersonal Skills

- Effective communicator and attentive listener

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- Work effectively with individuals, departments, and committees to achieve desired outcomes
- Understand and engage in ethical behavior
- Effectively manage adversity and hostility
- Delegate tasks appropriately

Leadership Abilities

- Possess vision, especially relative to the Village's needs or potential
- Possess effective decision-making skills
- Utilize consensus-building techniques
- Effectively motivate others to achieve desired outcomes
- Public relations skills to position the Village positively

Village Matters

- Possess knowledge about current issues affecting the Village
- Understand and follow Village Policies
- Maintain up-to-date awareness of legal and financial matters that could impact the Village
- Understand the elements of risk management
- Possess knowledge of Village services and their policy implications

Physical Demands and Work Environment

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

An individual in this position spends time working in the field at various sites. This may include sites with treacherous terrain requiring the individual to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals, or other hazardous materials, loud machinery and equipment and other dangers. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field and to operate various field equipment (hand tools, shovel, tape measure, etc.). An individual in this position must have the strength, stamina, and physical coordination needed to gain access to the sites described above.

The individual may also work in an office setting to complete administrative duties.