



# City of Parma Heights Position Description

Position Title:	<b>Public Service Director</b>		
Department:	Building / Public Service		
Civil Service:	Unclassified	Exempt / Non-Exempt:	Exempt
		Exempt Category:	Executive

**General Purpose for Job:**

To provide administrative direction and oversight to the Public Service Department including engineering, construction, inspection, maintenance, and repair of City buildings, grounds and vehicles.

**Supervises:\*\***

- Supervises\*\*: Building / Housing Coordinator

\*\* In addition to providing direct supervision to dis position, the Public Service Director manages (through first -line supervisors and work coordinators) all staff assigned to the Public Service Department.

**DUTY GROUP**

**Department Administration**

- Establish departments short and long-term goals and objectives, conferring with the Mayor, other City officials and administrators, staff and/or citizens as necessary
- Develop and implement department programs and services necessary and/or desirable to the City's residents
- Direct the operations and personnel of the department, ensuring public service operations meet the needs of the City at all times
- Interpret and ensure adherence to applicable federal, state and local building codes, ordinances, regulations and laws
- Develop and administer the annual budget for the department
- Evaluate and recommend the purchase of equipment, vehicles, tools and supplies
- Develop, implement and oversee adherence to department policies and procedures
- Assist in labor negotiations.
- Determine staffing requirements and ensure supervisors adhere to City and department guidelines for personnel processes
- Provide leadership and guidance to staff
- Ensure employees receive sufficient orientation and training including safety practices and procedures
- Establish guidelines for and ensure maintenance of comprehensive and current record keeping systems for both activities and operational procedures

- Maintain all public improvement documents including surreys, maps, plans, specifications, drawings, estimates and contracts
- Monitor and take action to ensure a consistent and satisfactory level of department performance
- Conduct inspections of city grounds, buildings, equipment and vehicles for quality assurance
- Work cooperatively with other City departments to meet goals, support the department mission, and serve the citizens
- Conduct and/or attend meetings as needed or required
- Process, analyze and summarize information in order to prepare reports, correspondence on behalf of the Mayor, etc.
- Respond to emergencies and special requests

### **Personnel Management**

- Review application materials; select interviewees and personally conduct interviews as needed. Otherwise, review and approve candidates recommended by supervisors
- Schedule employees for work and assign tasks
- Interpret and adhere to City policies and collective bargaining agreement(s) while managing employees
- Monitor employee progress and compliance with departmental and city-wide policies and procedures
- Review employee record of time worked to verify accuracy. Maintain files of employee documentation including requests for leave and copies of employee time reports, disciplinary actions and performance evaluations
- Evaluate employee performance; confer with supervisors and work coordinators regarding individual employee performance
- Counsel employees regarding performance issues
- Investigate and recommend discipline in response to employee misconduct
- Approve leave requests and authorize overtime
- Ensure effective communication of information to all employees

### **Public Works**

- Monitor condition of city property and infrastructures and recommend improvements
- Direct and oversee the annual maintenance, construction and rehabilitation of streets and sewers
- Prepare bid specifications in accordance with City procedures
- Review plans and projects
- Inspect contractors' work on capital projects; ensuring contract compliance and quality
- Approve change orders for capital projects
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### **Community Relations**

- Investigate and respond to resident questions and complaints
- Represent the City's interests to state and community agencies and utility companies

- Coordinate services with state and county agencies, utility companies and railroads
- Ensure efficient communication between the city, the public, developers and contractors

### Miscellaneous

- Administer ordinances and requirements for work performed by utility companies
- Oversee City's recycling program and rubbish hauling contract
- Act as liaison to county and municipal solid waste personnel
- Attend and actively participate in meetings as required (e.g., department managers' meetings; City Council meetings)
- Maintain and increase knowledge and skill through attendance at meetings, conferences, training seminars and in-service training sessions

<b>MINIMUM EDUCATION AND EXPERIENCE</b>
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**Education:** Bachelor's degree in Engineering or Industrial Technology or Public Administration or a closely related field OR significant additional experience beyond that which is noted below.

**Experience:** Eight years' work experience administering a high visibility operation of public works or construction. Experience in the public sector is highly desirable.

*A different combination of education and experience may be acceptable if deemed equivalent.*

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>
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### Knowledge of:

- Business and management principles involved in strategic planning, budget development, resource allocation, marketing and supervision
- Principles and practices for staff recruitment, selection, training and evaluation
- Applicable federal, state and local building codes ('), ordinances, regulations and laws
- Construction equipment, methods and materials for public works projects
- Building and grounds maintenance equipment, methods and materials
- Utility infrastructure and delivery systems: sanitary and storm sewer systems; domestic water
- HVAC systems and technologies
- Yard waste and sanitation recycling and collection methods
- Hazardous waste and material handling
- Snow removal operations, equipment and procedures
- Standard office equipment including computers and related software
- Department, division and City policies and operating procedures\*
- Manage the activities and personnel of a large department with several functions
- Coordinate emergency response services (storm clean-up, tree removal, snow removal, sewer and utility problems)
- Interpret current and old existing blueprints and plans
- Allocate funds based upon availability and department needs
- Direct, motivate and develop people as they work
- Develop and maintain effective working relationships with supervisor, co-workers and citizens

- Communicate effectively with others both verbally and in writing
- Persuade, negotiate and resolve conflicts
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Understand the implications of new information for both current and future problem -solving and decision -making
- Interpret and apply laws, codes, regulations and policies
- Evaluate department success and employee performance against established standards; enacting changes as needed
- Work within budgetary, procedural and/or policy guidelines and constraints
- Prepare accurate and concise reports

**License or Certification Required:**

- Valid Ohio Driver's license plus a driving record that is acceptable to the City's risk managers and insurers.

**Physical Demands:**

- Somewhat frequent standing, walking and climbing stairs. Occasional bending, stooping, working in awkward or confined positions, and lifting or pushing light to heavy weight (2-20+ pounds).

**Scheduling Demands and Constraints:**

- The Public Service Director is required to work during the regular daytime hours of operation for the department and be available in the evenings and on weekends to attend meetings and handle emergencies