



THE CITY OF SAGINAW
invites applications for the position of:

Deputy Director of Public Services (Open to the Public)

SALARY: \$83,434.00 - \$103,657.00 Annually

DEPARTMENT: Department of Public Services

OPENING DATE: 01/09/19

CLOSING DATE: 02/15/19 05:00 PM

DESCRIPTION:

This non-union position reports directly to the Director of Public Services. The incumbent assists the Director in planning, directing and administering the operation and maintenance of specified services within the Public Services department to include, but not limited to, Streets, Rubbish, Engineering, Traffic Maintenance, Motor Pool, Cemeteries, Maintenance & Service, Facilities and Grounds functions.

Reporting to this position are four division heads and approximately 114 full-time and 28 part-time, temporary and seasonal employees.

Include a detailed resume describing your work history and educational background along with a cover letter addressing your salary expectations. We offer an excellent benefit package and are an Equal Opportunity Employer.

MAJOR DUTIES:

1. Works with Director and division head to ensure efficient and effective operation of the Engineering division to include construction plans and specifications, land surveying, and traffic engineering.
2. Works with Director and division head to ensure efficient and effective operation of the Maintenance and Service Division regarding routine maintenance and upkeep of water distribution systems, DEQ compliance reports and funding of equipment upgrades.
3. Works closely with Director of Public Services, Director of Water/Wastewater Treatment, Superintendent of Water Treatment and Field Operations, Assistant Superintendent of Maintenance and Service, Water and Sewer Engineer/Asset Management Supervisor and various contracted Engineering consultants to develop and implement the City's utility and Infrastructure asset management plan.
4. Works with Director and division head to ensure efficient and effective street cleaning, snow and ice removal, pavement maintenance, bridge repair and solid waste management and removal.
5. Works with Director and division head to ensure efficient and effective maintenance of the City's municipal fleet and overall management of the Public Services Garage.
6. Works with Director and division head to ensure efficient and effective maintenance of municipal buildings and maintenance of city parks and cemeteries.
7. Monitors existing methods and procedures, making recommendations for increased efficiency and cost effectiveness.
8. Works with Director to establish long and short-term goals for the department and assigned divisions.
9. Assists Director in the preparation and/or review of all department council communications, the development and monitoring of annual budgets and/or capital improvement plans and participates in development and implementation of divisional policies and procedures.
10. Ensures compliance with all local, state and federal regulations.
11. Effectively responds to citizen complaints and concerns.
12. Makes presentations to City Council, Neighborhood Associations, and other groups as requested or in the absence of the Director. Attends various board and committee meetings as the Director's representative.
13. Participates in employee selection, performance appraisals, discipline, terminations and pay adjustments for assigned divisions.

14. Acts as communication source between Public Services divisions and other City departments.
15. Ensures adequate training and staff development for assigned divisions to ensure effective operations and succession planning.
16. Acts as Director of Public Services in the absence of the Director.
17. Performs other duties as determined by the Director of Public Services.

JOB REQUIREMENTS:

1. Bachelor's degree in Public Administration, Business Administration or related field or equivalent work experience.
2. Three to five years' progressively responsible management experience in the public works arena.
3. Possession of a Professional Engineering or S-1 Water Distribution licensing certification is highly desirable.
4. Progressive experience in the supervision of multiple public service disciplines.
5. Prior experience in budget preparation and monitoring at the divisional level.
6. Prior experience preparing state and federal regulatory reports, forms and applications.
7. Strong verbal, written and interpersonal communication skills.
8. Strong computer skills to include Microsoft Office; experience with BS&A software and CAD preferred.
9. Strong problem-solving skills
10. Knowledgeable in areas of labor management relations in a union environment.
11. Must possess a valid Michigan driver's license.

SUPPLEMENTAL INFORMATION:

1. Work is performed primarily in an office environment
2. Performs some on-site inspections of work sites using city-owned or privately-owned vehicle.
3. Attendance at night meetings and travel outside the City is required.
4. Must be able to work through and resolve occasional situations involving conflicting priorities and concerns between the department, its divisions, customers and various outside contacts.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.saginaw-mi.com>

Position #2019-00001
DEPUTY DIRECTOR OF PUBLIC SERVICES (OPEN TO THE
PUBLIC)
BC

1315 Washington Avenue, Rm 202
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