



Public Services Director
EEO Class Code: First/Mid Offs & Mgrs.
Union Status: Unclassified
FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Public Services
Supervises: All Public Services Employees
Position Reports To: Town Manager
Sworn: No

Job Specifications

NATURE OF WORK

The Public Services Director is responsible for directing and coordinating of all personnel and operations within the Public Services Department in the areas of maintenance, repairs, and upkeep of the Town's infrastructure such as wastewater, stormwater, roads & streets, and parks & recreation. The Public Services Director also serves as the official Emergency Management Director in the event of a natural or man-made disaster.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Public Services Director include but are not limited to:

- Regularly communicate and update the Public Services Commissioner Liaison on all matters of the department.
- Create and plan long-term programs that support the Town's growth and development.
- Responsible for analyzing, assessing, and obtaining proposals for public services in accordance with Town procurement regulations; provide recommendations to Assistant Town Manager, Town Manager, and Town Commission as applicable.
- Supervise and direct staff to work on public services projects as needed.
- Submit annual budget estimates and accompanying descriptions of need to the Town Manager, Assistant Town Manager, and Town Commission as applicable.
- Ensure projects are completed within designated timelines, allocated budget, and project specifications for internal staff as well as outside contractors.
- Monitor and evaluate performance of Public Services Department employees; create performance improvement plans as needed.
- Ensure proper protocol is adhered to for contracting outside vendors for public services.

- Leads the preparation, filing, and compliance of all grant applications and programs related to public services.
- Supports the Town Planner with the Capital Improvement Plan, capital improvement projects, and all public works contracts.
- Ensure that public services contractors' performance is evaluated and supervised.
- Ensures that the Town's standards of beautification are held to the highest standards.
- Oversees the proper planning, coordination, setup, and breakdown for all Town events.
- Supervises the Town Engineer; support the Town Planner and Chief Building Official in the following functions: building inspections, engineering, and planning and zoning as needed.
- Ensures that best practices are followed by the public services staff in regard to safe work practices.
- Responsible for creating and updating the preventative maintenance plan for the Public Services Department such as drainage, wastewater, stormwater, roads, streets, parks, groundskeeping, maintenance equipment, and public services vehicles.
- Responsible for planning and leading the responses to natural disasters and other emergencies while keeping the Town Manager abreast of all activities, including coordinating various external training courses or internal disaster exercises for staff and volunteers to ensure an effective and coordinated response to an emergency.
- Represents the Town at various assigned meetings, associations and boards related to Public Services.
- Attends all Town events as needed.
- Any/all other assignments and duties related to Public Services designated by the Town Manager and Town Commission.
- Relevant training and education as required by the position.

KNOWLEDGE, ABILITIES AND SKILLS

Employees in the position of Public Services Director should have:

- Knowledge in municipal Public Services such as planning, design, maintenance, and construction.
- Knowledge in principles of budget preparation and expenditure control.
- Knowledge in applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions.
- Knowledge in Principles of Effective Management Skills.
- Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects.
- Strong communication skills.
- Knowledge in safe work practices.
- Ability to plan, organize and direct the work of public works.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to repair and create clear and comprehensive written reports.
- Maintain strong relationships with the Town officials, employees, contractors, the general public, and representatives of other agencies.

- Experience in evaluating and training staff.
- Ability to use computers for word processing, technical computer applications and/or accounting purposes.
- Knowledge in operation stormwater and wastewater utilities.
- Knowledge in municipal code and code enforcement operations.

MINIMUM REQUIREMENTS

- The minimum education required to be considered for the position of Public Services Director is a bachelor's degree in Public Administration, Business Administration Law, Civil Engineering, Construction, Architecture or a field related to the aforementioned. Master's Degree in Public Administration (M.P.A.) or related field of study preferred.
- FEMA based Professional Development Series (PDS) certification preferred.
- A minimum of seven (7) years of experience in Public Works with a minimum of five (5) years of managerial experience.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- Work subjects employees to the current OSHA standards on blood borne pathogens.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- On call 24/7 for Town emergencies and obligations.