



**Director of Public Works
\$72,000 Per Year**

The City of Glenarden is seeking a customer-focused, collaborative leader who can take the Public Works Department to the next level in employee and community engagement and find a healthy balance between a strong operational focus and a long-term strategic approach to the City's assets. The Public Works Director provides leadership and direction to Public Works staff with primary responsibility for directing all phases of municipal public works, including fleet maintenance, public municipal facilities, landscape maintenance, road maintenance and sidewalk drainage. The position will also oversee special capital and public works projects, RFP/bid processes, and budget development. Providing strong leadership is a critical component of the position.

PRIMARY FUNCTIONS

- Assume full management responsibility for all Public Works Department services and activities, including maintenance operations; recommend and administer policies and procedures.
- Manage the development and implementation of the Public Works Department goals, objectives, policies, and priorities.
- Oversees the City's maintenance program including parks, open property, buildings, streets, sidewalks, and general maintenance contracts; plan and schedule maintenance activities for assignment to appropriate City staff; evaluate effectiveness of maintenance activities.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.
- Select, train, motivate, and evaluate Public Works staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct and coordinate the Public Works Department's work plan; meet with the City Manager to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Develop and administer the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustment, as necessary.
- Prepare RFP and bid documents as needed for vehicles, equipment and third-party contracts and projects. Oversee and supervise the development of project plans; review and approve specifications, plans and estimates.
- Coordinate Public Works Department activities with those of other departments, vendors, and residents.

QUALIFICATIONS:

- BS or BA degree in Public Administration, Business Administration, Public Works Management, or a closely related field is required.
- Three to seven years of progressively professional level work related to public works systems, operations, and equipment. At least three years in a supervisory capacity is required.
- Extensive experience within a public works environment at county or municipal government, highly desirable.
- Knowledge of municipal public works principles and practices and their application to a wide variety of services including planning, design, inspection, testing, and construction.
- Knowledge of operational characteristics, services, and activities of a comprehensive public works, and maintenance program.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of modern and complex principles and practices of public works and maintenance program development and administration.
- Knowledge of contract service planning, RFP development, bidding, negotiation, administration, and performance evaluation.
- Knowledge and principles of supervision, training, and performance evaluation.
- Ability to create and prepare clear comprehensive technical reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to prepare and administer large and complex budgets.
- Ability to analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.

Any equivalent combination of education and experience will be considered. **EACH APPLICANT MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.**

This is an essential, full-time, salaried, permanent position. Days and hours of operations are Monday through Friday, various shifts starting between 7:00 am and 8:30 am. May be subject to respond during emergencies on an as needed basis; may be required to work occasional evening, weekends, or holidays during special events. May be required to attend City Council work sessions and regular meetings as needed, specifically when DPW issues are on the agenda. If selected, the candidate must have a valid and current Driver's License, must possess a driving record which provides responsible and lawful driving habits, must pass a background check, and a drug and alcohol screening. Please submit your resume to Karen Shultz at kshultz@cityofglenarden.org. **Closing date November 11, 2021.**