POSITION DESCRIPTION

POSITION TITLE: Public Services Manager
GROUP: Administrative-Management
CLASSIFICATION: B - 8 (Current Range: $67,991 - $86,985)  
Non-Exempt
DEPARTMENT: Public Services
REPORTS TO: Director of Public Services

POSITION PURPOSE
The Public Services Manager is responsible for supervising, directing and managing the daily operations and maintenance of the City’s street, sewer and water utilities, the City’s fleet and vehicle maintenance garage, and water meter functions within the City. Enforces City and Departmental policies and procedures. The Public Services Manager is involved in special projects and provides general administration and management within the Department of Public Services.

FUNCTIONS AND BASIC DUTIES
 AN EMPLOYEE IN THIS POSITION MAY BE CALLED UPON TO DO ANY OF THE FOLLOWING. (DOES NOT INCLUDE ALL TASKS EMPLOYEE MAY BE ASKED TO PERFORM.)
1. Supervises, directs & manages public works operations to ensure effective and efficient maintenance of City streets, sewers and water utilities, the City’s fleet inventory and vehicle maintenance garage, and water meter functions within the City.
   a. Evaluates the needs of the operations to determine proper seasonal and daily staffing and equipment needs.
   b. Manages the operation and maintenance of the City’s fleet inventory, including vehicle and equipment preventive maintenance programs.
   c. Establishes and supervises work priorities and schedules, including the development and/or implementation of special projects, to ensure departmental goals and objectives are achieved in an effective and cost-efficient manner.
   d. Participates in the selection, training, evaluation, and discipline of subordinate staff and recommends personnel actions as necessary.
   e. Reviews and approves vacation requests, time cards, absentee reports and other reports for subordinate staff.
2. Responsible for planning and managing the City’s snow removal and leaf collection activities.
3. Directs the use of department personnel and equipment, including during emergency or disaster situations and in support of special events.
4. Coordinates activities with other City Departments as needed, including, but not limited to, coordination with engineering personnel to coordinate maintenance and repair activities with construction plans and priorities and other DPS operations as needed.
5. Responsible for developing programs and training activities to ensure all staff are knowledgeable of safety and emergency procedures. Responsible for completing reports in case of incidents as required.
6. Manages contracts for services with outside agencies, including but not limited to the development of bid specifications for the purchase of services and equipment and the inspection and evaluation of work completed by outside contractors.
7. Prepares budget estimates and assists in the development of capital improvement programs. Monitors the departmental budget relating to areas of responsibility and prepares budgetary reports as needed.
8. Assures proper handling of complaints and suggestions received from the public. Coordinates with Director of Public Services and other City Departments as required.
9. Prepares and presents reports and presentations to public boards and committees as required.
10. Performs other duties as directed.

**QUALIFICATIONS**

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<th><strong>EDUCATION/CERTIFICATIONS:</strong></th>
<th>Must possess Associate’s Degree in Business or Public Administration, Management or a closely related field, supplemented by relevant professional certifications and/or trainings. Michigan Public Service Institute training a plus. Bachelor’s Degree preferred.</th>
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<td><strong>REQUIRED KNOWLEDGE:</strong></td>
<td>Principles of public administration, current standards for the maintenance and operations of streets, sewer and water utilities, snow removal, and fleet maintenance.</td>
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<td><strong>EXPERIENCE REQUIRED:</strong></td>
<td>A minimum of 5 years of progressively responsible experience in public works operations, including a minimum of 3 years of field supervision. Facilities and fleet management experience a plus. Demonstrated ability to supervise and lead employees.</td>
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<td><strong>SKILLS/ABILITIES:</strong></td>
<td>Must have the ability to work independently under general policy direction; direct and coordinate the activities of staff; work effectively with staff at all levels; have excellent written and verbal communication skills; and the ability to exercise independent judgment. Knowledge of current office software systems, including MS Office Suite. Basic knowledge of Geographic Information Systems (GIS) technology. BS&amp;A preferred.</td>
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<td><strong>OTHER REQUIREMENTS:</strong></td>
<td>Must possess, or be able to obtain, a valid State of Michigan CDL Class A or B endorsement. Possession of S-3 water distribution certification is required. Must possess, or be able to obtain within 18 months, S-2 water distribution certification. S-1 preferred.</td>
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*The City of Birmingham is an Equal Opportunity Employer.*