

CITY OF HURON

JOB POSTING

POSITION: Services Director (Full-Time)

DEPARTMENT: Public Works

SALARY: \$80,000 - \$100,000 / year

POSTING DATE: 8:00 a.m., March 6, 2021

CLOSING DATE: Until Filled
(Applications review will begin
on March 29, 2021)

MINIMUM REQUIREMENTS

(A) Bachelor's Degree in Civil Engineering, Public Administration, Business Administration, Construction Management, Environmental Engineering, or closely related field – Professional Engineer (PE) strongly preferred; and (B) five (5) years of progressively responsible experience as a city engineer, director of public service and utilities, public works management, construction management, or a related field, a majority of which should be in a supervisory position across multiple competencies; or (C) any relevant combination of education and experience; and (D) possession of a valid driver's license - Commercial Driver's license (CDL) preferred.

An in-depth job description is included within this application packet. Please complete and return the application by the deadline date.

EOE/AA/ADA

Approved for Content _____

Approved for Posting _____

CITY OF HURON JOB OPENING ANNOUNCEMENT

Where Applications Taken:

City of Huron
417 Main Street, Huron, Ohio 44839

Where Postings Sent:

Newspaper, Website, Social Media, OCMA
Various Online Jobs Websites

Office Hours:

8:00 a.m. till 4:00 p.m.
Monday through Friday

CITY OF HURON IS AN EQUAL OPPORTUNITY EMPLOYER

The City Huron does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT: Public Works/
Service Department

POSITION: **Services Director**

POSTING DATE: 8:00 a.m., Saturday
March 6, 2021

LOCATION: 417 Main Street
Huron, Ohio 44839

CLOSING DATE: Until Filled
(applications review will
begin on March 29,2021)

WORKING HOURS: 8am-5pm
40 hours/week

EFFECTIVE DATE: As Soon As Possible

SALARY: \$80,000 - \$100,000 /Year

JOB DESCRIPTION

GENERAL PURPOSE:

Under the general direction of the City Manager, plan, direct, manage, and oversee the activities, projects, and operations of the Services Department including: water filtration and distribution, street maintenance and construction, stormwater utility, facilities and fleet maintenance, engineering and municipal grounds, and the provision of quality, uninterrupted services to the citizens of Huron. Provides highly responsible and complex administrative support to the City Manager's Office. It is anticipated that the engineering services will be directly handled primarily and directly by the Service Director resulting in the need for the Service Director to preferably be a Professional Engineer (P.E.).

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED:

This position exercises direct supervision over professional, managerial, technical, clerical and maintenance staff, including but not limited to: Water Superintendent, Street Superintendent, Maintenance Workers 1-3 and any third parties operating under contractual agreements for the benefit of the Service Department. Selects, counsels and disciplines staff pursuant to City policies and procedures and labor contracts. Evaluates staff and participates in the collective bargaining negotiation process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees functions related to water filtration and distribution, street maintenance and construction, stormwater utility, facilities and fleet maintenance, engineering and municipal grounds.

Directs the development and implementation of the goals, objectives, policies and priorities for each assigned service area.

Directs and coordinates personnel based on the department's work plan, programmatic areas of responsibility, and evaluates the work methods and procedures. Meets with management staff to identify and resolve problems.

Assesses and monitors workloads and identifies opportunities for improvements or necessary changes.

Develops and administers the department's annual budget or the budgets of the divisions that fall under the Services Department. Defends the department budget requests to the City Manager, City Council and Finance Committee. Monitors budget to ensure compliance within approved levels, and takes action as required.

Supervises the development of the annual 5-year Capital Improvement Program in partnership with the Development Department and Finance Department.

Administers grants received for program/project funding.

Assesses and monitors the City's infrastructure to provide adequate levels of service for both existing structures and future developments.

Resolves difficult and complex citizen inquiries and complaints.

Serves as the City's resource for technical engineering expertise.

Compiles data for and prepares a variety of required reports, records and correspondence. Receives and reviews reports from Division Directors and takes action as appropriate.

Serves as technical advisor to the City Manager and City Council on matters of the Services Department.

Serves, when necessary, as City representative to various local, county, or regional boards and commissions on topics related to those falling within the jurisdiction of the Service Department and related Divisions.

Selects, oversees and evaluates consulting engineering services when needed.

Advises the City Manager on a variety of related topics.

Attends and participates in professional public meetings.

DESIRED MINIMUM QUALIFICATIONS:

Education:

- A. Bachelor's Degree in Civil Engineering, Public Administration, Business Administration, Construction Management, Environmental Engineering, or closely related field. Professional Engineer (PE) strongly preferred; and
- B. Five (5) years of progressively responsible experience as a city engineer, director of public services and utilities, public works management, construction management, or a related field, a majority of which should be in a supervisory position across multiple competencies; or
- C. Any relevant combination of education and experience.
- D. Additionally: possession of a valid driver's license. Commercial Driver's License (CDL) preferred.

Necessary Knowledge, Skills, and Abilities:

- A. Knowledge of:
 - 1. Operational characteristics, services and activities of a comprehensive public works program.
 - 2. Methods, procedures and practices of civil engineering applicable to public works programs, projects and functions.
 - 3. Modern principles and practices of municipal government and personnel management.
 - 4. Construction techniques.
 - 5. Principles and practices of facility maintenance, program management, development and administration.
 - 6. Knowledge of federal, state, local, city and other applicable environmental and safety statutes, ordinances and codes.
 - 7. Civil engineering principles and practices as applied to the field of municipal public works.

8. Methods of preparing designs, plans, specifications, estimates, reports and recommendations related to public works initiatives.
 9. Modern government accounting and financial practices, procedures and standards.
- B. Ability to:
1. Plan, organize and direct the work of staff.
 2. Select, supervise, train and evaluate staff.
 3. Identify problems, alternative courses of action, pro-active recommendations and be able to present and support those recommendations to key stakeholders.
 4. Formulate long-range plans for the City's Services Department and related Divisions.
 5. Coordinate design, construction, inspection and maintenance activities for a variety of projects.
 6. Prepare clear and concise administrative and financial reports.
 7. Research, analyze and evaluate new service delivery methods, procedures and techniques. Communicate clearly and concisely, both orally and in writing.
 8. Present ideas effectively orally and in writing.
 9. Delegate authority and responsibility effectively.
 10. Develop and administer program budget and resources.
 11. Manage resources within budget and policy parameters.
 12. Fairly and effectively negotiate appropriate solutions and contracts.
 13. Read and comprehend complex laws and regulations and initiative policies and procedures for their implementation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to stand, walk on even and uneven or rough surfaces, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move more than fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Mental demands include occasionally varied degrees of stress and/or fatigue.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside conditions, including undesirable environment conditions such as extreme heat, extreme cold, rain, snow, ice and high winds. The employee may work near moving mechanical parts, in high and precarious places, exposure to fumes or airborne particles, above and below ground, and vibration. The employee also spends considerable time indoors in a typical office setting.

The noise level in the work environment is varied dependent upon the needs of the Department/Divisions. It can often include unpleasant noises such as grinding, grating and extreme loudness.

SELECTION GUIDELINES:

The Services Director will be selected after a formal application procedure, education and experience rating, oral interview, and reference check. Other job-related tests may be required.

APPROVAL:

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.

This position will be posted until filled, with the first applications review taking place on March 29, 2021.

APPLICATION FOR EMPLOYMENT

CITY OF HURON ❖ 417 Main Street ❖ Huron, OH 44839
(419) 433-5000 Fax (419) 433-5120



Full & Part Time – Positions

Return to: City Manager's Office

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

POSITION APPLIED FOR: _____

PLEASE PRINT:

Name: _____ Date of Application: _____

Address: _____
Street Apt City State Zip

Social Security #: _____ Telephone #: _____

Mobile/Other: _____ E-mail: _____

Have you ever submitted an application to the City of Huron? _____ If Yes, when? _____

Have you ever been employed by the City of Huron? _____ If Yes, when? _____

Are you legally eligible for employment in the United States? _____

If you are under 18, can you furnish a work permit? _____ Date available for work: _____

Have you ever been convicted of a crime? _____ If Yes, please provide details: _____
ANSWERING 'YES' DOES NOT AUTOMATICALLY BAR EMPLOYMENT Please use additional sheet if necessary

Are you able to meet all of the attendance requirements of this position? _____

Are you able to work overtime if necessary? _____ Will you travel if the position requires it? _____

Do you have any friends / relatives currently employed by the City of Huron? _____

If Yes, who? _____

Military Service or Veteran Status? _____ If yes, please provide branch of service, rank, and job duties:

Please explain why you would like to be considered for employment with the City of Huron Use additional sheets if necessary

RELEVANT EXPERIENCE Please provide information regarding relevant experience to the position you are applying for. This includes, but is not limited to present/past employers, assignments, or volunteer activities. Use additional sheets if necessary.

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? IF YES, PLEASE EXPLAIN:

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the essential functions in the appointment for which you are applying:

EDUCATIONAL BACKGROUND

Name and Location	# of years completed	Graduated?	Course of Study
HIGH SCHOOL:			
COLLEGE:			
OTHER:			

Have you been provided with a written job description for the position which you are applying? Yes No

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential duties, responsibilities, and functions of the job for which you have applied? Yes No

REFERENCES: Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

APPLICANT STATEMENT AND SIGNATURE:

I certify that all information I have provided in order to apply for employment with the City of Huron is true, complete, and correct to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Huron and may be cause for rejection of this application, removal of my name from eligibility lists or discharge from City service. In addition, I give the City of Huron the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Huron in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, the City of Huron, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the City of Huron, its agents, members or representatives, for seeking, gathering, and using such information all other persons, corporations or organizations for furnishing such information about me.

My signature below acknowledges my understanding and agreement with the above.

I understand that an offer of employment is contingent upon the successful completion of a pre-employment physical and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that I am free to resign at any time and the City of Huron reserves the same right to request my resignation at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by the City of Huron at any time. I understand that no representative of the City of Huron is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT
 I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant (required): _____ Date: _____

THIS BOX FOR OFFICE USE ONLY: DATE REC'D: ___/___/___ by _____ INTERVIEW: (1) _____ (2) _____ START DATE: ___/___/___ WAGE: _____	Completed by: _____ Date: _____ History: _____
--	---