

CITY OF GREEN

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title:	Deputy Director of Public Service	Employee Name:	Chrissy Lingenfelter
Class Title:	Deputy Director of Public Service	Bargaining Unit Status:	Excluded
Dept./Div.:	Service	FLSA Status:	Exempt
Reports to:	Director of Public Service	Status: Unclassified	Full-Time

JOB RESPONSIBILITIES:

Under general direction of the Director of Public Service, assists with oversight of long-term and day to day operations of the of the Service Department; plans, organizes and implements programs and administers the operations and staff of the Service Department. Performs project management to execute service department objectives.

QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university in applicable field required plus four (4) or more years' experience in public administration or construction/management including progressively responsible experience including managerial responsibilities for technical, professional and labor or trades personnel; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 20% 1. Assists Public Service Director with supervision of all Public Service Department Staff and responsible for direct supervision of GIS Administrator (e.g., recommends and develops policy; interviews applicants; recommends hiring, discipline, and firing; leads, motivates, collaborates, empowers, rewards, coaches, and praises; trains and instructs employees; assigns and directs work; appraises and evaluates performance; addresses complaints and resolves problems; conducts orientation; prepares and conducts employee reviews; ensure efficient organization and completion of work; develops strategic plans; reviews and approves payroll; researches training opportunities for staff; provides training; determines seasonal staff needs and assists with hiring; etc.); assists with department and City preparation for labor negotiations; etc.
- 20% 2. Assists Public Service Director with oversight and planning for Public Service Department (e.g., assists with legislative process for matters related to department; assists with budgeting process; works on department capital project planning; assists with development and implementation of department goals, strategies, and objectives; develops policies and procedures for department with Public Service Director approval; etc.).
- 15% 3. Oversees projects and contracts (e.g., manages department projects; works with staff on goals and objectives of project; communicates with vendor/contractors regarding project; negotiates contract and cost; maintains oversight of budget and expenditures; engages with contractor regarding delivery of project; interprets plans and specifications; works with contractors/vendors and staff to resolve issues; oversees organization of project team; reviews project before close out to ensure completion; closes out project; assists with moving project through legislative and RFP process, if necessary; etc.).

Date Adopted: _____

Developed by:

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Date Revised: _____

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- 10% 4. Works in CityWorks system to manage service department requests, work orders and maintenance of City assets.
- 10% 5. Serves as liaison to public and external entities to communicate on issues related to the Public Service Department (e.g., engages with citizens and other entities at public events or meetings; communicates with public on issues related to Public Service Department; answers questions; resolves complaints and issues; etc.).
- 15% 6. Assists Service Director with preparation of Operating and Capital budget (e.g., meets with supervisors and senior staff to finalize equipment requests; researches vendors and collect capital equipment bids; reviews past historical spending; evaluates future capital equipment and project needs; finalizes budget with Management staff; etc.).
- 10% 7. Researches and provides guidance in compliance with City, County, State, and Federal regulations as it relates to the operations of the Public Service Department; works with County, State, and Federal officials regarding compliance with regulations and laws; takes actions that contribute to safe conditions for employees and the public; prepares appropriate documentation; communicates with external communities regarding compliance methods and techniques; etc.
- 8. In absence of the Director of Public Service oversees operation of the Public Service Department; etc.
- 9. Maintains required licensures and certifications; attends required events and trainings; etc.
- 10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 11. Demonstrates regular and predictable attendance.
- 12. Performs other duties as required.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must hold a valid Ohio driver's license and remain insurable under the City's vehicle insurance policy; must have valid Ohio Driver's License; other licenses and certifications as required.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge: department practices and procedures;* office practices and procedures; personnel rules and regulations;* workplace safety; budgeting; government structure and process; public service; public relations; labor relations; manpower planning; employee training and development; project management; road

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maintenance and construction; EPA rules; supervisory principles and practices; local geographic area; Microsoft Office Products; CityWorks*; UKG Kronos*; GIS principles; asset management principles; OSHA regulations.

Skill in: computer operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; interpret plans and specifications; read blueprints/construction plans; compile and prepare reports; select most qualified applicant according to specifications for referral; determine material and equipment needs; train or instruct others; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; travel to and gain access to work site; establish priorities in dynamic work environment; manage projects from concept to completion; demonstrate leadership.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Calculator, computer, fax machine, copier, scanner, printer, telephone, and other standard modern business office equipment; survey equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in or around crowds; has exposure to life threatening situations; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; has exposure to hazardous driving conditions; occasionally lifts objects 10 lbs or more; occasionally carries objects 10 lbs or more; occasionally pushes objects 10 lbs or more; occasionally pulls objects 10 lbs or more.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)