



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Director, Public Services
An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Director, Public Services.

Job Description Summary:

The Director, Public Services reports to the City Manager and is responsible for the administration, leadership, management, and operations of the Public Services Department with responsibility for the water and sewer operations and billing; construction and maintenance of City streets, traffic signals, streetlights, and signs; solid waste services; and the maintenance of City buildings. The office is in City Hall at 3401 Evaline Street, Hamtramck, MI 48212.

Essential Duties and Responsibilities:

- Assume full management responsibility for all Public Services Department services and activities including water distribution, sanitary sewer, storm sewer systems, street maintenance and construction, central maintenance, engineering, traffic control, building maintenance and solid waste services; recommend and administer policies and procedures.
- Direct the development and implementation of Public Services Department goals, objectives, policies, and priorities for each assigned service area.
- Establish appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Work with engineering staff to develop, budget, and manage all capital improvement projects.
- Manage all outside vendor contracts such as, water and sewer maintenance, tree removal, street sweeping, sanitation pick-up and all building related contracts.
- Supervise independent contractors and contract service providers in the performance of department related activities when necessary.

- Plan, direct and coordinate, through managerial personnel, the Public Services Department work plan. Review and evaluate work methods and procedures. Meet the management staff to identify and resolve problems.
- Select, train, motivate and evaluate Public Services Department staff; by providing or coordinating staff training; work with staff to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the Public Services Department budgets. Approve the forecast of funds needed for staffing, equipment, materials, and supplies. Approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify, and defend Public Services Department programs, policies, and activities. Negotiate and resolve sensitive and controversial issues.
- Represent the Public Services Department to other city departments, elected officials, and outside agencies. Coordinate Public Services Department activities with those of other departments, outside agencies and organizations.
- Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- Represent the Public Services Department to the public, coordinate and facilitate Public Services activities with public service needs.
- Performs various other related duties as required.

Required Knowledge, Skills, and Abilities:

- Knowledge of water and sewer system design and ability to read a variety of technical material including drawings and prints. Full technical knowledge of the latest principles and practices of information technologies and ability to direct installation and development of municipal applications and systems.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- A record of leading with integrity, fairness, and transparency, with a vision for the city and a proactive, collaborative leadership style.
- Ability to establish a culture of customer service throughout an organization, with an ability to change the organizational culture when needed.
- Extensive knowledge of budgeting and finance, preferably in the municipal sector with the ability to identify areas for efficiency and collaboration, including a strong knowledge of capital project planning and alternative delivery. Knowledge of BS&A software is a plus.
- Experience in strategic planning, project management and complex problem solving with the ability to work effectively with a wide variety of governmental entities.
- Excellent interpersonal skills to successfully develop positive internal and external relationships.

- Must have excellent written and verbal communication skills and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.
- Ability to work independently and maintain ethical and professional relationships with internal and external contacts.
- Skill in general office management and practices, interpersonal communication, motivation, and the ability to direct the work of others.
- Knowledge of water billing systems, currently using BS&A.
- Knowledge of meter reading systems, currently using Aclara.
- Knowledge of asset management/work management systems, currently using Dude Solutions.
- This position requires the incumbent to have a Water S-1 Operator License through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) or the ability to obtain this licensing within two (2) years of employment.

Education and Experience:

- Bachelor of Science in Civil Engineering, Public Administration, or any other related field preferred
- Preferred Minimum experience: Five (5) years of progressively responsible experience, with three (3) years of management level experience.
- Valid State of Michigan operator's license with clean driving record.

Pay Rate & Benefits:

- \$80,000 – 98,000 annual salary DOQ.
- Standard benefit package available including medical, dental and vision.

Application Process: Download application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx> Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate based on race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck Manager's office in writing of the need for accommodation.