



City of Bexley Service Director Position Description

Position Title:	Service Director
FLSA Status:	Exempt
Civil Service Status:	Unclassified / Mayoral Appointment
Overtime Eligibility:	Ineligible
Reports to:	Mayor
Department:	Service Department
Salary Range:	\$75,000 to \$87,750
Revision Date:	12/16/13

Purpose of Work

Under administrative direction, the Service Director plans, directs, coordinates and administers the operations and staff of the City Service Department and sub-departments, interprets and implements the goals and policies of the City under the direction of the Mayor, manages the operation and maintenance of the City's infrastructure, and performs fiscal and administrative functions, performs other related duties as required.

Essential Position Functions

1. Responsible for personnel management, including supervision, of the Service employees including hiring and disciplinary actions.
2. Communicates with residents and others, resolving complaints regarding services.
3. Prepares and administers annual Service Department budget including capital improvement projects; oversees purchasing for Service Department, manages bidding process within areas of responsibility, oversees contracts including change orders, payments, progress meetings.
4. Forms and maintains Service Department's long range and strategic planning relating to infrastructure; creates and oversees routine maintenance program for City infrastructure, including roads, sidewalks, streetlights, water line and sewer infrastructure, and signage.

5. Responsible for the management, oversight and operation of City infrastructure/systems (e.g., City streets, alleys, sanitary and storm sewer collection systems, street lights and traffic systems, water distribution systems, maintenance facilities, refuse and leaf collection services, parks (excluding Jeffrey Mansion and Commonwealth Parks) and staff services to Tree and Public Gardens Commission). Responsibilities include working with funding sources, ensuring appropriate regulation compliance, maintaining systems implementation and oversight of projects.
6. Serves as a liaison to government agencies and committees/commission as assigned.
7. Makes recommendations to City Council to implement Service Department programs.
8. Works with engineering firms and contractors to coordinate, bid, and oversee City service projects.
9. Prepares and maintains correspondence, news releases, various reports, grant requests, etc.
10. Administers Workers' Compensation and unemployment compensation claims across all departments.
11. Develops personnel policies and procedures for the Service Department.
12. Administers and oversees sub-departments, including Water Department and Parks Department.
13. Other duties as assigned.

Supervisory Responsibilities

Supervises employees directly and through subordinates, as assigned.

Minimum Qualifications

1. Bachelor's degree and knowledge, skills, and/or experience in one or more of the following fields of expertise: construction or facilities management, engineering, business management, public administration, or a related field AND six (6) years of progressive management/administrative experience, OR any equivalent combination of education and experience
2. Strong leadership skills including the ability to: serve as a role model, demonstrate sound judgment, resolve problems and conflicts equitably, and maintain a forward-moving team environment
3. Experience planning and managing budgets
4. Maintains composure and professionalism under pressure
5. Sensitive to deadlines and completes work accurately and effectively in a timely manner
6. Demonstrated ability to develop and maintain effective working relationships with internal and external stakeholders
7. Ability to define problems, collect and evaluate data, establish facts and draw valid conclusions. Demonstrable analytical and research skills.
8. Ability to solve practical problems and deal with problems involving distinct tasks and functions in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

9. Ability to read, analyze building plans, and interpret common scientific and technical journals, financial reports, and legal documents.
10. Ability to write speeches and articles for publication that conform to prescribed style and format.
11. Ability to effectively present information to top management, public groups, and/or boards of directors.
12. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
13. Project management experience including planning, tracking, and evaluating projects
14. Ability to work a flexible schedule, including nights and weekends, as needed
15. Ability to maintain confidentiality and use appropriate judgment in handling information and records
16. Excellent written and verbal communication and presentation skills
17. Advanced proficiency in word processing, spreadsheet, and presentation software
18. Must have valid Ohio Driver's License.
19. Must be insurable under City's fleet insurance coverage.

Preferred Qualifications

1. Experience with community and real estate development and incentives
2. Strategic or long-term planning experience
3. Experience with event or program planning and implementation
4. Knowledge of and experience with web design, social media platforms, and/or graphic design

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 25 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.

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to variations in temperature and weather conditions, including but not limited to, snow, rain, and humidity. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.