

CITY OF GROSSE POINTE FARMS

POSITION DESCRIPTION

POSITION TITLE: Director of Public Services
DEPARTMENT: Public Services
REPORTS TO: City Manager

POSITION PURPOSE

Under the general supervision of the City Manager, the Director of Public Services is responsible for ensuring the health, safety and welfare of the general public and enforcing the Codes and Ordinances of the City of Grosse Pointe Farms. Additionally, the position is responsible for overseeing the daily maintenance and operations of the Public Service Department which includes the enforcement of City ordinances, building and property maintenance codes, tree maintenance, public rights of way, resolving citizen complaints and zoning enforcement.

Communicates with the general public, local and other governmental officials, other City employees, management, and contractors to provide information and direction on a variety of matters related to the work of the Public Service Department. Prepares various written documents including City Council reports, memos, studies, and correspondence with clearly-organized thoughts and uses proper sentence structure, punctuation, and grammar in order to evaluate progress and respond to information requests. Performs other related duties as assigned.

SUPERVISION RECEIVED

Reporting to the City Manager, duties are performed independently according to established policy and guidelines. The City Manager is consulted on policy questions and unusual situations. Work is evaluated through review of reports, conferences, and evaluations of results achieved.

SUPERVISION EXERCISED

Oversite over the Department of Public Works and direct supervision of the activities of a small staff of inspection and support personnel.

ASSISTANCE PROVIDED

In addition to City Manager and Staff, will work closely with the City Attorney, City Engineer and City Planner.

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. All aspects of zoning interpretation and enforcement.
2. Identify and develop future capital improvement projects, including the evaluation of roads and the development of the roads maintenance program.
3. Prepare correspondences related to the enforcement of City Ordinances including Plan Review, Inspection and Complaint records and results, Notice of Violation and Court Appearance Citation.
4. Answers inquiries and investigates complaints; resolves issues through the application of defined City policies and ordinances.
5. Prepares a variety of reports for submission to federal and state agencies. Prepares a variety of regular and periodic project activity reports.
6. Attends City Council and other board/committee meetings as necessary.

7. Administers contracts; evaluates contractor performance to assure compliance with project requirements and contract specifications; prepares change orders as required; recommends release of progress payments.
8. Reviews and approves reports by department inspectors; provides guidance to inspectors in unusual or difficult work situations.
9. Evaluates bids to determine compliance with project requirements and specifications; recommends bid awards to the City Manager or their designee.
10. Reviews development and construction plans to determine compliance with City codes and requirements; confers with other City departments on code related matters; authorizes activity and permits on behalf of the Public Service Department.
11. Prepares and administers annual department budget providing for operations and construction projects.
12. Supervises and maintains accurate and detailed records of City infrastructure and construction activity.
13. Represents the City in matters of well-defined policy. Supervises department operations.
14. Performs related duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:	Professional Engineer (P.E.) preferred or related Bachelor Degree, or its equivalent, in Urban Planning, Civil Engineering or a related field.
EXPERIENCE REQUIRED:	A minimum of 3 to 5 years directly related experience.
REQUIRED KNOWLEDGE:	Methods, equipment and materials used in street, water distribution system, storm and sanitary sewer design, maintenance and construction; Municipal organization and local ordinances; Interpreting plans and specifications; and the principles and practices of employee supervision and training.
SKILLS/ABILITIES:	Prepare and maintain accurate records and reports; Strong interpersonal, communication and organizational skills, including the ability to explain complex technical issues to decision-makers, project teams and various city department heads; Well-developed verbal and written communication skills; Make decisions in accordance with federal laws, state statutes, county policies, and rules of regulatory authorities; Oversee and manage the work of others; Establish and maintain effective working relationships with elected officials, administrators, contractors, other jurisdictions and the public; analyze technical data and recommend changes as required; conduct oneself with tact and courtesy.

WORK ENVIRONMENT:	Work is in a fast-paced, demanding environment that requires advanced problem-solving skills, a keen awareness of deadlines and excellent time management.

*Equivalent combinations of education and experience may be considered.

The City of Grosse Pointe Farms is an Equal Opportunity Employer.



City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire
An Equal Opportunity Employer

PERSONAL INFORMATION

Date _____ Social Security Number _____ **Leave Blank**

Name
Last First Middle

Present Address
Street City State Zip

Permanent Address
Street City State Zip

Phone () _____ Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

EMPLOYMENT DESIRED

Position Director of Public Services Date You Can Start _____ Salary Desired _____

Are You Employed Now? Yes No If So, May We Inquire Of Your Present Employer? Yes No

Have you ever applied to this municipality before? Yes No If so, When?

Referred by? _____

EDUCATION

	Name and Location Name and Location of School	Number of Years Attended	Did You Graduate?	Course of Study
Grammar School				
High School				
College				
Trade Business OR Correspondence School				

GENERAL

Subjects of special study or research work _____

Special Skills _____

MILITARY (complete this section if you served in the U.S. Armed Forces)

Branch of Service _____

Period of Active Duty From _____ To _____

Rank At Discharge _____ Date of Final Discharge _____

Describe your duties and any special skills. _____

LAST

FIRST

MIDDLE



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FORMER EMPLOYERS (List below the last three employers starting with the last one first)

1. Company Name	Telephone ()
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Rate of Pay
State Job Title and Describe Your Work	Reason For Leaving
2. Company Name	Telephone ()
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Rate of Pay
State Job Title and Describe Your Work	Reason For Leaving
3. Company Name	Telephone ()
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Rate of Pay
State Job Title and Describe Your Work	Reason For Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact
DO NOT CONTACT Employer Number (s) _____ Reason _____

Have you ever been convicted of a crime, excluding misdemeanor and summary offenses?

Yes No

If Yes, describe. _____

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if the City decides to employ me, my employment will be at will and may be terminated at any time with or without notice and with or without cause either by me or by the City.

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____ Remarks _____



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CONTINGENT EMPLOYMENT OFFER

BACKGROUND CHECK RELEASE

(applicants age 18 years or older)

Based on the contingent employment offer made by the City of Grosse Pointe Farms,

I, _____
Print Name: Last First Middle

Of _____
Address: Number and Street City State Zip

Date of Birth

Driver's License Number

by signature affixed below, do hereby authorize the release of the following juvenile and adult records to the City of Grosse Pointe Farms:

1. Convictions
2. Arrest Records
3. Criminal and Civil Court Records
4. School Records (Elementary through College), indicating:
 - Attitude
 - Grades
 - Graduation Certificates
 - Disciplinary Actions
 - Honors received
5. Employment records
6. Credit Reports and Records
7. Information, verification with references, neighbors and employers
8. Workmen Compensation Claims

Signature

Date

For Office Use Only

Requesting Department: _____

Reference Number: _____

Date Submitted: _____

Date Processed: _____