

**NOTICE OF VACANCY**  
**PLEASE POST**

**TITLE:** Director of Public Services

**DEPARTMENT:** Public Services  
(Open space, Streets, Central Motors, and Water Systems)

**REPORTS TO:** Mayor or his or her designee

**SALARY:** \$115,000.00 + commensurate with experience

**JOB SUMMARY:**

The Department of Public Services shall be under the direction and control of the Director of Public Services. The Director shall have direction and control and shall be responsible for the divisions and operations therein.

**SUPERVISION RECEIVED:**

Serves under the broad supervision of the Mayor, who outlines policies and assigns areas of responsibility, and reviews work in terms of effectiveness of results and recommendations. Performs duties on own initiative, determining situations warranting Mayor's attention and applying a high degree of judgment in recommending and/or carrying out appropriate course of action.

**SUPERVISION EXERCISED:**

Provides supervision over all matters and departments within the Department of Public Services. Provides direct supervision to the Assistant Director and the General Foreman of the Department.

**MAJOR DUTIES AND RESPONSIBILITIES:**

In concert with the city engineer, direct and plan all major public works projects.

Consult with and advise the Mayor and City Council relative to public improvements and keep abreast of all relevant state and federal legislation and funding.

Co-responsible with the city planner in seeking federal and state aid for public works projects.

Coordinate public works projects with other involved municipal bodies and serve as consultant to all city officials on public works projects or problems. Supervise and monitor the budgets of the department of public services.

Prepare and maintain operating and maintenance programs, make operating assignments to subordinate department heads, evaluate performance, resolve disciplinary problems, organize staffing patterns and provide technical and administrative supervision.

Ensure all burial records are kept in accordance with state and federal laws, supervise engineering layouts of all lot areas and maintain all sale deeds, be responsible for the sale of vaults and burial lots and

the purchase of vaults and liners. Ensure various duties as the cemetery commission may determine in the management of city cemeteries are carried out.

Responsible for the suppression on gypsy and browntail moths and tent caterpillars.

Coordinate and direct the care and maintenance of open space/recreational areas such as boulevards, walkways, the downtown and other open space areas throughout the city.

Responsible for the care and maintenance of recreational areas including recreational facilities such as ball fields and playgrounds and parkland.

All other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive and proven managerial and supervisory skills and experience in both the public and private sectors.

Ability to quickly assess complex situations and determine course of action for resolution. Ability to effectively communicate with the public. Ability to multi-task in a fast-paced environment.

Proficiency with Microsoft Office Applications.

Strong familiarity with See-Click-Fix request system and CityStat programs.

**QUALIFICATIONS:**

At least ten (10) years' experience in municipal public service operations. Bachelor's Degree in Management or a related field, or any equivalent combination of education and experience. Preference is for candidates possessing a civil engineering degree, but not required

Extensive experience with preparing, analyzing and implementing large and multi-departmental budgets.

Experience in preparing cost estimates for major public works projects and construction projects. Valid MA drivers' license and valid CDL license required.

Grade II water distribution license preferred and Grade II sewer license preferred.

**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 the 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 frequently required to stand, walk, talk, hear or drive. Specific vision abilities required by this job include close vision, and depth perception.

**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.

The noise level in the work environment is usually moderate, unless employee is out in the field where the noise level can reach much higher levels.

The employee is often outside, in all types of weather, in addition to an internal office location.

Interested applicants are encouraged to apply. Position will remain open until a candidate is selected. Please submit cover letter, resume and references to [jobs@salem.com](mailto:jobs@salem.com) no later than November 25, 2016.

**DATED:** November 4, 2016

The City of Salem is an equal opportunity employer EEO/AA.