

### JOB DESCRIPTION

Department	<b>Department of Public Service</b>
Position	<b>Service Director</b>
Reports to	<b>Mayor</b>
Employment Status	<b>Full-Time / Exempt</b>
Hours	<b>Flexible daytime hours with occasional evening and weekend hours required</b>

### General Responsibilities

The Service Director is the head of the Mayfield Village Department of Public Service. The Service Director is responsible for the day-to-day operation of the Department of Public Service which includes the following general responsibilities:

- Inspecting, repairing and maintaining all public roads, streets and alleys;
- Inspecting, repairing and maintaining all Village-owned properties and easement areas, including all entryways and public areas requiring seasonal landscaping;
- Coordinating with the Building Commissioner for the inspection, repair and maintenance of all public buildings and facilities and recommending capital improvements or needed repairs;
- Coordinating with the Recreation Department for the inspection, repair and maintenance of all parks, playgrounds, restrooms and public places and grounds;
- Coordinating with the Recreation Department for the repair and maintenance of all sports and recreational fields;
- Inspecting, repairing and maintaining all rental properties, as set forth in the Rental Agreements entered into between the Village and its tenants;
- Inspecting, repairing and maintaining all drains, ditches and storm sewer facilities;
- Securing and supervising the collection of trash and recyclables from residential properties and public facilities, including the planning and oversight of hazardous waste roundups;
- Supervising the cleaning and plowing of snow from all public streets, parking lots, and sidewalks, including spreading of salt or other traction material, pre-snow treatment, and other winter care;
- Scheduling and supervising all personnel in the Department of Public Service;
- Maintaining all equipment purchased for use by the Department of Public Service;
- Assisting the Recreation Department with the setup of all special events;
- Planning and installing seasonal decorating;
- Setting up for meetings and programs, as needed;
- Supervising rental programs, including tool and table and chair rentals;
- Supervising annual leaf pickup and delivery of mulch to residents;
- Monitoring expenses with overall responsibility for the Department's operating budget;
- Coordinating with the Finance Director to forecast an annual and extended capital budget for the Department;
- Maintaining records pertaining to work performed by the Department;
- Generating Departmental reports and information;
- Attending staff meetings as needed;

- Developing a positive working relationship with residents, existing organizations, businesses, schools, civic and religious institutions to maintain a sense of community and high quality of life;
- Communicating relevant information to other Departments;
- Assisting other Departments, as needed; and
- Performing any other duties as required by the Mayor.

### **Planning & Evaluation**

- Developing, implementing and monitoring systems and procedures necessary to the day-to-day operations of the Service Department;
- Recommending short and long-term goals and objectives for the Department;
- Working with the Village Engineer to evaluate streets and roads and recommend needed upgrades, replacement and repair;
- Keeping informed of developments in the Public Service field and using this information to ensure the Department is operating with initiative and innovation.

### **Council & Committees**

The Service Director is expected to attend meetings of Council and Council Committees. The Service Director will be expected to attend additional evening meetings, as needed.

The Service Director is appointed by the Mayor to serve as the Village's primary representative with the following organizations:

- Watershed Advisory Committee of the Northern Ohio Regional Sewer District
- Board of Trustees, Chagrin River Watershed Partners
- Euclid Creek Watershed Council

### **Qualifications Required**

To perform this job successfully, an individual must:

- Be able to perform each of the General Responsibilities satisfactorily;
- Hold a Bachelor's degree in Engineering, Public Works or related and have experience in the field. Alternatively, possess at least five (5) years of managerial experience in Public Works or a related field;
- Be team-management oriented to foster positive coordination and results;
- Possess professional verbal and written communication skills, including the ability to prepare clear and concise reports;
- Have excellent organizational skills and show attention to detail;
- Be discreet with confidential information; and
- Be able to establish and maintain effective working relationships with industry and business representatives, Village employees, elected officials and the general public;
- Be proficient in Microsoft Office with the desire and ability to learn new software applications;
- Be willing to work a flexible schedule that includes occasional attendance at evening meetings;
- Possess a valid Ohio Driver's License.