

## **DIRECTOR OF STREETS AND GENERAL MAINTENANCE - 469**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

The City of Salem is seeking a new Director of Streets and General Maintenance to join our team. Successful candidate will perform complex professional and difficult administrative work overseeing all activities assigned to the Street Department. Responsibilities entail accountability based on measurable cost-effective results for the substance, efficiency, productivity and quality of activities performed within the divisions. Work involves setting policies and goals under the general direction of the City Manager.

Requires the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

*Essential functions and task include the following. Other duties to provide direct and indirect service to the citizens may be assigned.*

Works effectively as a member of the City Manager's Leadership Team to plan, execute, and evaluate organization-wide strategies that achieve City Council's vision and goals and important community needs;  
Development and evaluation of programs, policies and procedures necessary to ensure safe and effective management of staff and daily operations;  
Recommends operational changes to the City Manager;  
Establishes and maintains effective working relationships with City officials, associates, business owners, contractors, architects, engineers, regulatory agency representatives and the general public;  
Plans, organizes, directs and coordinates the installation, maintenance and repair of streets, refuse collection, traffic;  
Directs development and implementation of Public Works Department goals, objectives, policies and priorities for assigned service area;  
Supports departments of the City government in all respective areas of responsibility using assigned staff, equipment, materials, financial resources, and contractual resources;  
Monitors all activities of the department with focus on efficiency and effectiveness through innovation and use of latest technology and methods;  
Improves and maintains the morale of a large, diverse staff through a variety of strategies including open communication, developmental opportunities, and equitable personnel practices;  
Serves as a liaison between city and federal, state, and local government agencies concerning departmental activities including boards and commissions;  
Provides recommendations for replacement of City fleet, including both light and heavy-duty vehicles.  
Serves as a strategic partner and resource between the city and schools for the planning of major building related renovations and/or building maintenance processes including MEP, roofs, etc.;  
Oversees and coordinates the screening, hiring, evaluation, counseling, discipline and supervision of departmental employees;  
Oversees the preparation and maintenance of personnel records and files, training and safety programs;  
Prepares department operating and other budgets and monitors expenditures;  
Makes field inspections of public works projects and operations to ascertain status;  
Advises and assists division heads with complex assignments;  
Prepares and maintains a wide variety of reports and correspondence on department activities as requested;  
Receives citizen inquiries or complaints and assigns staff to investigate and resolve;  
Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of public works and public administration procedures; public relations, principles of communication, performance evaluation measures, budgetary procedures, financial management, building and custodial services, and of local, state and federal laws affecting operation of the department. The ability to administer services and organize personnel; and to cooperate with department directors to obtain optimum performance. Excellent skills in written and oral communication techniques, problem solving, and research methods. The ability to evaluate the effectiveness of the public works operation and to institute

improvements; evaluate and interpret data and policies from a variety of sources; review and analyze plans and specifications for the construction of public facilities. Ability to review and understand plans and specifications for the construction of public facilities for execution;

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university in public administration, business, civil engineering or related field, and demonstrated leadership with a minimum of 5 years of progressively responsible leadership experience in public administration is required, or any equivalent combination of training and experience Professional PE licensure preferred.

**SPECIAL REQUIREMENT:**

Possession of a valid driver's license by the Commonwealth of Virginia. Must be a City resident and secure within the City limits within 12 months of employment.