



Warren Evans  
County Executive

## **DIRECTOR OF PUBLIC SERVICES**

### **GENERAL SUMMARY:**

The Director of Public Services reports to the DCEO and is responsible for overseeing the various services provided by Wayne County, including Administration, Engineering, Road Maintenance, Parks and Recreation, Equipment, Building Maintenance, Land Resource Management, Facilities Management and Water Quality Management. Responsibilities include: developing strategic plans to increase services, administering the budget and implementing various capital improvement programs. This role leads and supports the services, contracts, funding and projects associated with DPS, to ensure effectiveness of service delivery, resource utilization and results.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Coordinates road improvement projects between the County, cities and townships and the Michigan Department of Transportation, including road improvement requests originating from cities and townships
- Develops plans, organizes, and administers policies and procedures for the Department of Public Services to ensure administrative and operational objectives are met
- Coordinates and attends meetings with representatives of public and private agencies, and the Wayne County Commission regarding projects of mutual interest
- Develops and manages the annual budget for the Department of Public Services
- Implements various capital improvement programs
- Analyzes, develops and prepares plan specifications and bidding documents for road, bridge, building, culvert and other public improvement projects which fall within the Department of Public Services responsibilities
- Oversees the development and administration of contracts for construction of roads and bridges and for construction, maintenance and Forestry projects; confers with the Wayne County Commission on contracts and special projects

- Formulates and secures concurrence in and adherence to all administrative policies, practices and procedures of the Department of Public Services, including administrative policies relating to organization and management, personnel, collective bargaining agreements, and public relations
- Directs and coordinates activities of subordinate staff to ensure continuing operations and increase productivity
- Attends meetings of the Wayne County Commission, civic groups and various commissions
- Maintains positive and harmonious relations with members of the Wayne County Commission, department heads, and employee bargaining units for the purpose of policy development, problem solving, and effective long-range planning
- Performs other duties as assigned

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

- Knowledge of Roads, Structures, Forestry, Maintenance and Construction principles and practices as applied to the field of public services, including planning, development, design, construction, cost estimating and maintenance
- Knowledge of Federal and State laws, rules, and regulations relating to construction and maintenance of roads, structures and forestry areas
- Knowledge of the principles of public administration, including organization, budgeting, general management, staff development and supervision
- Knowledge of principles and practices of management, supervision, and personnel management
- Computer application skills related to the work
- Ability to communicate effectively in writing and verbally
- Ability to organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction
- Ability to instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests
- Judgment, reasoning and decision-making ability
- Knowledge of Federal, State standards and regulations
- Knowledge of Wayne County Policies and procedures
- Knowledge of Public Works Management
- Knowledge of relevant equipment

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

## **REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

## **DESIRED EXPERIENCE AND TRAINING:**

Experience: Eight to twelve years of broad and progressively responsible professional level road and structure maintenance experience in a broad-based and comprehensive public service setting, including at least two years in a management capacity with responsibility for professional and sub-professional staff.

Training: A Bachelor's Degree in Public Administration, Business Administration, Construction Management, Industrial Technology, Civil Engineering or a related field or equivalent educational experience. Master's Degree preferred.

## **WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.