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**Town of Bluffton, SC**

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Director of Public Services**

**Department: Public Services**

**Pay Grade:** **18**

**FLSA Status:**  **Exempt**

**JOB SUMMARY**

The purpose of this position is to provide overall support in the direction and management of assigned Department and divisions for the Town of Bluffton. This position Leads and manages the staff and resources of the Public Services Department which includes Buildings & Grounds, Parks, and Facilities. This position supports Town Council, Town Manager, Town Staff, and Economic Development Representatives. Work is performed under the direction of the Town Manager.

**ESSENTIAL JOB FUNCTIONS**

* Directs and leads the Public Services Department staff including Buildings & Grounds, Parks, and Facilities with preparation of annual performance evaluations and any employee performance issues that require attention.
* Provides coaching, ecouragement and leadership to Department supervisors to effectively guide and manage the Public Services staff.
* Develops and updates Work Tracking System, including collection and assessment of job cost data.
* Develops and updates Policies & Procedures Manual for Facilities, Roads, Ground, Parks Maintenance.
* Manages the general fund and CIP project budgets assigned to the Department.
* Provides logistical analysis, data development, evaluation, etc. to support decision makers.
* Performs budget management and 5-year forecasting, including town-wide assets.
* Assists in the development and implementation of the Hurricane/Disaster Recovery Plan to include staff training.
* Leads in the development and implementation of the Department’s Staff Safety Program
* Participates in assigned cross-functional teams (Hurricane, Drainage, Demolition, etc.)
* Administers and monitors grants for assigned duties/projects.
* Performs space needs analysis/study and makes recommendations.
* Develops and updates Asset Management Manual for all Town assets, including buildings, land, parks, roads & rights-of-way, etc.
* Oversees asset disposition/acquisition: buy, sell, lease, other.
* Researches and makes recommendations regarding starting or eliminating programs/services.
* Coordinates and monitors intergovernmental (County, State, etc.) maintenance agreements.
* Plans, organizes, and directs capital upgrades/improvements to assets including buildings, parks, roadways, and other Town assets.
* Coordinates with Capital Projects on large capital projects where project management is needed. Provides input on the future maintenance, standardization of equipment, and other details that need to be considered when the project is completed and turned over to Public Services.
* Coordinates with the Communication and Community Outreach Department on the scheduling and staffing of special events i.e. Christmas Parade, Tree Lighting, Arbor Day, Earth Day, and other Town scheduled events.
* Coordinates the review and management of trees throughout Town facilities.
* Creates bid specifications and recommendations for specific vendors for projects and repairs to include on-call contractors.
* Participates in the Strategic Planning process and implementation.
* Serves as liaison with other departments/outside agencies as assigned.
* Performs emergency or disaster-related duties as assigned.
* Performs other duties as apparent or assigned.

**QUALIFICATIONS**

**Education and Experience:**

Four-year degree in public works, construction management, engineering, or related field with five years field experience; or, two-year degree with seven years field experience; or, at least ten years equivalent professional project, facilities, and/or construction management experience.

Training in allied fields including, but not limited to, jobsite safety and stormwater/erosion control.

**Licenses or Certifications:**

Valid South Carolina driver’s license.

**Special Requirements:**

None.

**Knowledge, Skills and Abilities:**

* Knowledge of principles and practices of leadership, motivation, team building and conflict resolution.
* Knowledge of Town procedures, policies and practices.
* Knowledge of federal, state, local, and Department policies, procedures, laws and regulations.
* Experience in project & construction management, personnel management, management & maintenance of horizontal infrastructure and vertical facilities, and resource management.
* Knowledge of clerical, budgeting and financial record keeping methods and techniques.
* Ability to deal with the general public tactfully.
* Ability to establish and maintain effective working relationships with associates and the general public.
* Ability to write and present reports.
* Ability to identify and respond to public and Town Council issues and concerns.

**PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require balancing, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, shouting to be heard above ambient noise, and visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts.

**WORK ENVIRONMENT**

Duties are performed primarily in a moderately noisy business office with copy machines, phones, and printers along with some light foot traffic. There is some exposure to outdoor weather conditions and various work environments when in the field including moving machinery when at various community worksites; exposure to fumes/airborne particles; and exposure to toxic or caustic chemicals.

***The Town of Bluffton has the right to revise this job description at any time. This***

***description does not represent in any way a contract of employment.***

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Employee Signature Date

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Supervisor (or HR) Signature Date

*The Town of Bluffton commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*