

State College Borough

Manager, Public Services

Job Description



REPORTS TO: Public Works Director
ROLE & LEVEL: L3

DEPARTMENT: Public Works Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Public Services Manager is responsible for all department maintenance functions for buildings and grounds, shade trees, and refuse services. The position involves administrative, technical and managerial skills in procuring equipment and materials, personnel management, evaluation of work methods, and expenditure control. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the maintenance and up-keep of all grounds, parks and shade trees, and municipally owned buildings, including preventative maintenance, custodial services, records, and inventories
- Administers contracts with vendors for maintenance and building controls; negotiates, prepares, and administers lease agreements for commercial leases
- Oversees the collection and disposal of residential and commercial solid and organic waste; monitors the volume of refuse generated by commercial establishments and recommends fees to be charged in accordance with ordinance requirements
- Manages composting facility; maintains records and operating facility in accordance with requirements of the Pennsylvania Department of Environmental Protection; seeks and establishes markets for finished compost material
- Prepares Capital Budget project proposals for building projects, including construction, capital maintenance or equipment replacement
- Controls expenditures of divisional appropriations; submits annual operating budgets for assigned operations and accompanying justifications and description of need
- Writes requests for proposals and/or quotations for projects; prepares recommendations for Borough Manager or Council for contract awards; administers contracts with design professionals, vendors and/or contractors
- Directs staff responsible for full life-cycle care of the public urban forest of the Borough
- Approves invoices, prepares capital project recommendations, and estimates costs
- Serves as weekend/holiday duty supervisor on a rotating basis

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- Serves as acting Public Works Director in his/her absence
- Prepares grant applications

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building emergency regulations and federal and state requirements related to public accessibility under the Americans with Disabilities Act
- Knowledge of principles, methods, practices, procedures, materials, equipment, and techniques associated with building and facilities construction, maintenance, and repair work
- Knowledge of federal, state and local laws, regulations and standards relating to solid waste management (recycling/refuse/organic materials collection) systems
- Knowledge of project management and contract administration principles and practices
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to read, analyze, and interpret technical procedures, governmental regulations, specifications, blueprints, sketches, diagrams, and building codes
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

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MINIMUM QUALIFICATIONS:

Bachelor's degree in civil engineering, business administration, public administration, or a related field; supplemented by six or more years' experience, including at least two years of supervisory or management experience; or an equivalent combination of education, certification, training, and/or experience. Must have a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Certified Recycling Professional
- Class "B" CDL license with tank endorsement and no air brake restrictions

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Some tasks require manual dexterity, in addition to identifying and distinguishing colors. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date