



POSITION TITLE Assistant Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	Salary Range: \$70,000 - \$90,000
SUPERVISES Supervisor Foreman, Administrative Asst., Facility Manager	Minimum Education: Bachelor's Degree

PURPOSE:

This position has multiple areas of responsibility: to insure that the Township Parks System and Road Infrastructure is operated efficiently and effectively; to insure that the Township's Special Events are organized and coordinated as directed by the Board of Trustees; to insure the Government Complex is maintained and operated efficiently and effectively; and to insure that all Township roadways, stormwater infrastructure, and related items are properly maintained.

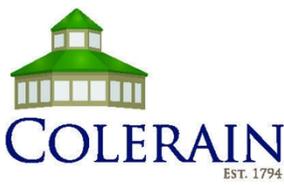
SCOPE:

The Assistant Director of Public Services is responsible for the daily operations of the Public Services Department. This position is an intermediate role intended to provide the Public Services Department with leadership and direction. This role is not required to attend or present at Board of Trustee meetings.

ESSENTIALS ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Oversee the daily operations of Parks Division, Roads Division, Facility Manager and Administrative Assistant. This will include the responsibility for scheduling, evaluating and disciplining staff.
- Directly oversees the maintenance of roads, including all snow and ice removal and other road improvements that will enhance the safety and welfare of the traveling public on Township roads.
- Serve as individual responsible for insuring the township property under his/her control is maintained and improvements are made in a timely manner, including but not limited to the following tasks: ordering supplies and equipment, capital improvements - initiation and updating, and financial responsibilities associated with above.
- Maintain Colerain Township Historical Cemeteries.
- In the absence of a facility manager, serve as facility manager for the government complex.
- Organize and coordinate in-house cleaning and/or contractual janitorial services.
- Oversee the preventative maintenance and repairs for the mechanical systems, including HVAC, plumbing and electrical.
- Coordinate with landscaper for grounds care and maintenance.
- Ensure department employees and special events comply with all applicable safety standards.
- Serve as Township's representative for township facility improvements not under the control of specific department heads.
- Work closely with the development of the projects, including property acquisition, insuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the township and the agencies involved with property development projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township events.
- Assist Township departments with the coordination of events (i.e. parking and traffic control).
- Prepare with the assistance of the Township Administrator, appropriate financial information relative to events.



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- Participate in budget process; prepare department budget for inclusion in township budget; track expenditures to assure all are within budget.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all are initiatives are completed and goals are met.
- Oversees the multi-year capital plan for Parks and Roads.
- Oversees the Township Accreditation process.
- Oversee ADA compliance of township buildings and parks.
- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to insure proper and efficient operations of the Colerain Township Public Services Department.

CRITICAL SKILLS / EXPERTISE:

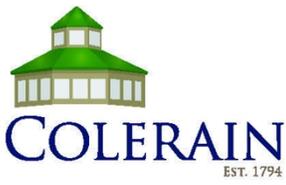
- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices and techniques of road management and stormwater infrastructure maintenance.
- Ability to manage governmental facilities including HVAC maintenance.
- Ability to organize special events and supervise overall coordination of the events.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee departmental budgets.
- Able to apply for and administer grants to expand parks and special events.
- Ability to manage employees in supervisory capacity.
- Ability to oversee ADA compliance of township buildings and parks.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A bachelor's degree in Parks and Recreation, public administration, or a related field and five years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management. Must have experience which demonstrates an understanding of basic budgeting and fund accounting. Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.



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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME