



UNIVERSITY HEIGHTS

CITY OF UNIVERSITY HEIGHTS Career Opportunity Announcement **DIRECTOR, SERVICE DEPARTMENT**

The City of University Heights has an opening for the full-time position of Service Director.

The Service Director runs the day-to-day operations of the Service Department; performs various administrative functions including oversight of maintenance and repair of the City's streets, parks, pools, buildings, sanitary and storm sewer systems, public properties, traffic signs/signals and tree/leaf/rubbish collection.

The Service Director reports directly to the Mayor and confers with City Council, state and federal officials, and outside consultants on a variety of administrative matters.

This position: performs duties as required for the efficient operation of the City; Plans, develops, and directs the day-to-day operations of the Service Department; determines long-range goals and oversees strategic planning for and development and delivery of services to citizens; develops, implements, communicates, and evaluates department policies, procedures, and ordinances; recommends modifications as necessary to ensure efficient and effective levels of service and delivery; researches, develops, and presents plans and specifications for equipment, vehicles, and personnel; manages and supervises all assigned employees; performs a variety of administrative tasks related to oversight of department; serves as the City's primary purchasing agent for the Service Department; attends meetings of City Council and other such committees, boards, and commissions as deemed necessary by the Mayor; maintains required licensures and certification; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

The applicant must have: an understanding of City ordinances, codes and protocol; ability to plan, organize, coordinate and implement administrative operations; ability to establish and maintain effective working relationships with employees, colleagues, other agencies, and the public; ability to delegate tasks and duties; leadership skills, integrity, sense of responsibility and independent judgment; ability to communicate effectively, both verbally and in writing; excellent problem

solving and people skills; knowledge of computers; specifically, word processing and office-type programs; green and sustainable practices.

Regular, punctual attendance is a requirement of this position.

This position requires: a high School Diploma; an associate's degree of higher education from an accredited college or university in construction management, engineering, architecture, city planning or a related field, plus at least five (5) years of previous work experience in infrastructure maintenance including two (2) years of experience in positions involving progressively responsible supervisory experience; or an equivalent combination of training, education, and experience to provide the necessary knowledge, skills, and abilities to perform the job.

The City of University Heights offers a competitive salary which is commensurate with experience. The compensation schedule for this position ranges from \$65,000.00 to \$97,500.00. Compensation for this position will be set in accordance with an applicants experience and ability to competently and independently perform all responsibilities of the position. The City also provides comprehensive benefit packages for all full-time employees.

Interested candidates must submit a letter of interest and resume via email to info@universityheights.com or by mail to City of University Heights, Administration Department, 2300 Warrensville Center Road, University Heights, Ohio 44118.

Apply now. Applications will be accepted until the position is filled. All applications submitted are deemed a public record.

The City of University Heights is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sex, sexual orientation, gender identity, genetic information, ancestry, disability or military/veteran status in employment or provision of services. Individuals applying and requiring special accommodations regarding disabilities should contact the Human Resources (Finance) Department.

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