

Date posted: May 17, 2013

**Employment Opportunity
Internal/External Posting**

**Public Services Manager
Full-Time**

Job Description

The Public Services Manager manages the operations of street, storm sewer, fleet, facilities maintenance, and related public services activities. Will supervise staff and work involving the use of judgment and planning in the repair and maintenance of public works infrastructures. This position is responsible for developing long-range plans and objectives, maintaining current knowledge of public works developments/techniques, and assisting in the preparation and administration of the annual budget by satisfying and maintaining all reporting requirements in an accurate and timely manner. This position will also be responsible for exceeding customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered.

Requirements

Applicants must have thorough knowledge of the principles and practices of public works administration, project management, budgeting, cost control, inventory control, purchasing, and record keeping. A strong knowledge of materials, methods, techniques, tools, and equipment used in street, fleet, and facilities maintenance and repair work; the occupational hazards involved and the safety precautions necessary to the safe performance of heavy manual work and equipment operation; and demonstrated experience with the operation of snow and ice control are required. The ability to prioritize, organize, and delegate, effectively communicate both verbally and in writing, and solid skills with software programs such as Windows, Word, Excel, Access, etc. also are required.

Applicants must have a Bachelor's degree in Engineering, Architecture, Public Administration, Business, or related field, a minimum of eight (8) years' experience in construction, maintenance, and repair of infrastructures, a minimum of five (5) years of progressive supervisory experience, or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. Experience in fleet management and operations are highly desirable.

Salary

Starting pay will be commensurate with experience. Excellent benefit package provided.

Apply on line at www.stcharlesil.gov no later than June 9, 2013

Please complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov.

The City of St. Charles is an Equal Opportunity Employer.