



## EMPLOYMENT POSTING

Deerfield Township, (pop. 38,000) Warren County, OH located in southwest Ohio, seeks dynamic, progressive executives with proven leadership skills as candidates for its next Director of Public Works. Candidates must have experience in the oversight of capital projects and be genuinely interested in and excited about their potential involvement in the managed growth, development, and infrastructure stability of Deerfield Township. The Public Works Department maintains the Township's infrastructure and provides a variety of services to the residents in our community. Salary range is \$72,729 - \$104,549, depending on qualifications and experience.

The Director of Public Works performs executive level administrative, supervisory, and technical work in directing all tasks associated with maintenance and planning related to Township infrastructure, grounds, facilities, and fleet maintenance, and will exercise responsibility for all department personnel.

The Director leads the Public Works Department, providing strategic direction to the Department and professional advice to the supervisors and staff. The Director represents the Township in relations with the public, community groups, and other, outside governmental agencies. For this reason, the Director will possess strong leadership, exceptional written and verbal communication skills, the ability to manage in a busy environment, and commanding knowledge of state and federal regulations pertaining to public works and local government.

The Director will prepare an annual budget and maintain a capital improvement plan, as well as assess the costs and benefits of new and existing initiatives and programs. Possessing a mix of new ideas and proven practices to the position is essential.

Fostering a positive and constructive work environment is a vital component to the Township's success, so the Director will be one who gives all employees the opportunity to maximize their potential and the minimum expectations of the Board and citizens.

The ideal candidate is a strategic thinker who can bring leadership skills, business acumen, advocacy and excellent relationship building abilities to the position. Important skills include contract negotiations, knowledge of water, sewer and wastewater systems, involvement in regional growth issues, capital improvement programming and implementation, pavement management and preservation, all with a commitment to innovation, best practices and customer service. Candidates must be able to distill technical information into understandable oral and written presentations with the ability to build consensus among competing interests. Leadership and management skills are very important with the ability to lead an organization utilizing modern management practices and strong communication skills. The ability to effectively analyze and then communicate public policy, to elected officials, is desired.

Minimum requirements include a bachelor's degree in construction management, engineering, or a similar field and the ideal candidate will possess a Masters' Degree in any of the fields above, or in Public Administration. Five years of progressively responsible experience in local government, public works, construction management, engineering, or a related field.

## ADDITIONAL JOB DETAILS, JOB DESCRIPTION, AND APPLICATION

[WWW.CHOSEDEERFIELD.COM](http://WWW.CHOSEDEERFIELD.COM)

## HOW TO APPLY

Send resume, cover letter, and contact information for five professional references, to Deerfield Township, Attention Eric Reiners, 4900 Parkway Drive, Suite 150, Mason OH 45040. All information must be received by **December 12, 2016.**

## **Deerfield Township Job Description**

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Position Title: Director of Public Works

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Department: Public Works  
Reports to: Township Administrator  
Pay: \$72,729 - \$104,549; FLSA Overtime Exempt  
Probation: 180 Days  
Work Hours: Full-time, Flexible, 8:00AM to 4:30PM; Some Evenings & Weekends

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### **JOB RESPONSIBILITY**

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Fostering a positive and constructive work environment is a vital component to the Township's success, so the Director will be one who gives all employees the opportunity to maximize their potential and the minimum expectations of the Board and citizens.

While working conditions can generally be expected to be an executive/office setting, with frequent sitting, outdoor work will be required from time-to-time as needed. The Director will occasionally need to be outside, in extreme conditions, including, but not limited to heat, humidity, cold, wind, rain & snow, extensive sunlight, and the like. While being in the field as the situation might demand, extended periods of standing and walking, and occasional reaching, squatting, bending, pushing or pulling may occur. This includes occasional sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and smelling.

The abilities in the visual field include near and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus in periods of excessive to dim light.

In addition to regular work hours noted above, monthly evening and occasional weekend work will be required as job duties evolve and demand. Travel is primarily local and during the business day, however, some out of the area travel and overnight stays may be expected as circumstances dictate.

#### QUALIFICATIONS:

The candidate will:

Have at least five (5) years of progressively responsible management experience in public works, building and construction, or a related field.

Possess a valid operator's license, unencumbered of excessive or serious citations, and be considered an insurable risk by our current liability insurance provider.

As to education, the a candidate will have minimally attained a Bachelor's Degree in construction management, engineering, or similar field, and the ideal candidate will possess a Masters' Degree in any of the above-noted fields, or in Public Administration

#### ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs, coordinates, supervise and evaluates programs, plans, services, staffing, equipment, and infrastructure of the department and the public services provided for the community and its citizens
2. Identifies and evaluates present and future community needs
3. Establishes departmental policies and practices, while developing a culture of productivity and safety in harmony
4. Establishes priorities, and formulates long and short range public works plans
5. Prepares annual budget and capital improvement plan
6. Prepares bid requests, budget requests, purchase orders, etc.
7. Is responsible for labor relations with organized and non-organized personnel in the Department
8. Approves timesheets, payroll, PTO requests, overtime, and work assignments as required
9. Conducts annual performance evaluations on all Public Works personnel
10. A high level of analytical skills to develop and implement Departmental and Township
11. Is responsible for the training and instruction of Public Works' personnel in the safe operation of all Township equipment
12. Meets with and discusses with the public to respond to questions and resolves problems concerning the Township's services; constructively responds to personnel's errors and/or community complaints at a Departmental level
13. Public relations tasks as needed and required

14. Maintain awareness of federal and state regulations as they pertain to Public Works operations and services
15. Keeps Township Administrator apprised of Department's activities and problems
16. Attends Board of Trustee meetings as needed
17. Works with various outside agencies and professional organizations as needed to coordinate efforts, projects, tasks, etc.
18. Develops and maintains cooperative relations with other Township departments, outside vendors, community leaders, and the general public
19. Monitors inter-governmental actions affecting public works and reacts/responds to them appropriately
20. Prepares reports and other documents as appropriate
21. Serves as the Township's liaison to the Deerfield Regional Storm Water District, along with all associated responsibilities therein
22. Manages the Township's Municipal Separate Storm Sewer System (MS4) Permit, and associated compliance activities.
23. Other duties as assigned

**APPROVALS**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date