Position: Director of Operational Services
Division/Department: Operational Services
Employment Status: Division Head Level, Non-Union, Regular Full Time, Exempt
Salary: $70,000 - $85,000
Reporting Authority: County Manager

Summary:
The Director of Operational Services is the Department Head for the Division of Operational Services which includes both the Department of Infrastructure and Department of Facility Management and Operations. This position shall be responsible for engineering, the construction and/or maintenance of roads and bridges, parks and recreation, solid waste/recycling, environmental projects, planning and zoning, emergency management, emergency communications, the care, maintenance and security of buildings and grounds, and any other powers, duties, programs, services or functions that may be assigned by the County Charter and Administrative Code.

Essential Duties and Responsibilities:
1. The Department of County Infrastructure:
   - Administer the requirements of the County’s capital investment plan; Recommends and develops plans for major expansions, additions and/or deletions to facilities or programs; drafts, develops, specifications for designs and/or oversees contracted accomplishment of, maintenance, design and construction and other capital projects
   - Maintain all County Roads, Bridges, Parks and Recreational areas
   - Administer the County’s public/private partnership with the fixed based operator for the Wilkes-Barre/Wyoming Valley Airport including general oversight of the operation of the airport
   - Perform engineering reviews for compliance with the technical requirements of the Luzerne County Subdivision and Land ordinance on behalf of the Luzerne County Planning Commission
   - Administer the requirements of the County’s Highway occupancy Permit Ordinances for public and utility access to County ROW
   - Maintain the County fleet including the administration of equipment service and fuel procurement/dispensation
   - Administer the County’s obligations in regards to the Environmental Special Projects program (West Nile Virus, LCD partnership agreement, Black Fly program)
   - Serve as the County’s technical advisory support for its Emergency Response Team
   - Administer the County’s Special Events Policy
   - Provide the technical support and labor to safely operate and maintain the Wyoming Valley Levee System
   - Administer the County’s surplus property disbursement program
2. The Department of Facility Management and Operations shall:
   - Administer all real property owned or occupied by the County
   - Maintain County administrative buildings and grounds
   - Supervise the security system of County administrative buildings, including assignments of keys and security measures and staff
   - Supervise the daily cleaning of County administrative buildings and adjacent grounds
   - Maintain proper safety precautions to insure compliance with State, Federal, and County regulations
   - Supervise the parking lots, including assignment of spaces and enforcing of regulations
   - Perform such other duties as may be assigned or delegated by the County Manager

3. General Operational Management:
   - Determines long and short-range goals, programs, policies and schedules; develops general policies for implementation of same; confers with lower level managers for specific requirements, objectives and procedures
   - Identifies related budget, staffing, material and other needs for projects and programs and insures development of complete justifications, statistics and other back-up information for submission to other offices
   - Prepares long-range plans, capital and/or operating budgets, work programs, technical reports and projections necessary for discussion and/or adoption of programs
   - Reviews work programs, plans, technical reports, and budget, staffing and other administrative information submitted by departmental managers; develops departmental work programs and budgets from that information
   - Reviews proposed and actual ordinances and regulations from a variety of sources, determining impact on departmental concerns and need for further attention
   - Confers with the County Executive on matters concerning major departmental activities; provides advice and assistance on public works problems; recommends actions, policies and procedures affecting departmental issues and/or other matters discussed; coordinates departmental activities with those of other County offices in order to insure efficiency, economy and effectiveness of service provided
   - Attends and participates in administrative, legislative and other decision-making sessions, providing information and recommendations on topics under consideration; attends civic organization, professional, and other meetings, representing County administration
   - Performs related work as required

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of the public administration principles and practices commonly employed in the planning, direction and control of diverse organization providing public works management, and engineering and maintenance services
- Thorough knowledge of goals, objectives, methods and techniques applicable to the management of road and bridge, building and parks management and maintenance programs
- Thorough knowledge of engineering principles and practices governing the design, development and oversight of public works capital projects
- Thorough knowledge of supervisory principles and practices
• Knowledge of technical materials, methods and techniques commonly employed in the construction, maintenance and operation of public works projects
• Knowledge of functions, organization and operations commonly found in government at the local level
• Ability to organize, direct and coordinate the activities of several, diverse organizational subdivisions engaged in separate functions
• Ability to establish and maintain effective working relationships with officials and representatives of other County agencies, contractors, vendors, and the public
• Ability to express ideas and communicate County policy on technical and/or administrative subjects, both orally and in writing

Minimum Qualifications and Experience:

• Education equivalent to completion of a bachelor’s degree program with major course work in civil, mechanical or closely related field of engineering, including or supplemented by course work in public administration
• Extensive property management and/or maintenance experience in an administrative or operational capacity, including three years in a supervisory position
• Or any equivalent combination of acceptable training and experience which has provided the knowledge, skills and abilities cited above
• Eligibility for licensure as a Professional Engineer as issued by the Commonwealth of Pennsylvania, and possession of such licensure within one year of appointment

First review of applicants deadline is:  Wednesday, November 18, 2015
Send application, resume and references to:  
Hr-office@luzernecounty.org
or send hard copy to:  
Human Resources Department  
Penn Place Building, Suite 218  
20 N. Pennsylvania Avenue  
Wilkes-Barre, PA 18702  
(Application can be found on County website)
The County of Luzerne is an EEO/ADA employer