

## Department Overview

The Department of Public Works is comprised of the Bureaus of Solid Waste and Water and Wastewater, in addition to seven other operating and administrative divisions, with a \$600 million budget and more than 2,700 employees. The Department's mission is to support the health, environment, and economy of our City and the region by providing customers with safe drinking water and keeping neighborhoods and waterways clean.

## The Position

- The Director is responsible for the executive management of the Office including strategic planning of all administrative and programmatic functions.
- The Director is responsible for the overall direction, efficient and effective operation, maintenance, planning and continuous improvement of all functions of the Public Works Department.
- Supervises all public works in Baltimore City or elsewhere, made by or for the City or any municipal agency, that relate to the Department's powers under the City Charter. Evaluate, maintain, repair and upgrade existing public works infrastructure.
- Serves as a member of the Board of Estimates along with the Mayor, the President of the City Council, the Comptroller, and the City Solicitor, which meets weekly. The Board is responsible for:
  - Formulating and executing the fiscal policy of the City,
  - Promulgating rules, regulations, and conducting hearings, and
  - Awarding contracts and supervising all purchasing by the City
- Serves as a member of the nine-member Planning Commission which is responsible for:
  - Recommending a capital budget and a long-range capital improvement program (CIP),
  - Investigating and studying land uses, the development of subdivision of land, and zoning within the City of Baltimore,
  - Hold public hearings, and
  - Consider and approve plans for development, urban renewal, the subdivision and consolidation of public and private parcels of land, and for enterprise or public or private improvement that requires a permit.
- Through the Bureau's Chief, directors, and managers, responsible for the day-to-day operations of the Bureau of Solid Waste. The Bureau maintains the City's cleanliness through its multifaceted waste collections, cleaning and disposal programs. The Bureau is divided into four divisions each with different areas of responsibility in waste management and disposal. The Bureau collects and disposes of residential trash and recycling, has a City-wide mechanical street sweeping program, cleans and boards vacant properties, runs the Rat Rubout Program, and offers specialized recycling collections of scrap metal, electronics, Styrofoam and household hazardous waste.
- Through the Bureau's Chief, directors, and managers, responsible for the day-to-day operations of the Bureau of Water and Wastewater. The Bureau focuses on producing and transporting clean drinking water and collecting and treating wastewater plus the associated maintenance functions; additionally, it manages the metering and billing of approximately 412,000 retail accounts in Baltimore City and Baltimore County, as well as wholesale accounts for Carroll, Anne Arundel, Harford, and Howard Counties.

- Through the Department's directors and managers, responsible for day-to-day operations of the Office of Asset Management, the Office of Compliance and Laboratories, the Office of Engineering and Construction, and Office of Fiscal Management, the Office of Legal and Regulatory Affairs, the Office of Legislative Affairs, and the Office of Strategy and Performance.
- Responsible for emergency planning and is required to be on 24-hour call to address any emergency situation.
- Effectively leads and oversees the department to assure its functions meet all financial, quality, safety and environmental goals, standards, budgets and procurement requirements. This includes ensuring the Department's compliance with the 2002 Sanitary Sewer Consent Decree.
- Evaluate, design and implement an organizational structure and departmental policies and procedures to effectively manage the Department and assure the implementation of its mission.
- Administer and manage all union collective bargaining agreements; resolve labor grievances and personnel disputes; participate in union contract negotiations.
- Develop and secure approval for the department's operating budget; monitor and approve expenditures; prepare, review, procure and execute specifications and bids for major expenditures; maintain contact with vendors.
- Serve as the City's representative to various local, state, regional, and national committees, boards, and commissions related to the public infrastructure, in addition to serving as the contact person for state and federal agencies.
- Actively pursues, manages and is responsible for all department public outreach events;
- Responsible for the supervision and management of all consultants, vendors and contractors engaged by the Public Works Department;
- Perform other related duties as required by the Mayor.
- Develops program goals, standards and systems to track, analyze and evaluate metrics related to the program areas with a goal of promoting equity, opportunity and inclusion.

### **Minimum Qualifications**

The ideal candidate will be a visionary leader who is dynamic, solution-oriented, and results-driven with a passion for public service to join the team as the Director of Public Works. The Director must be a great mentor who is dedicated to creating and maintaining a highly professional and accountable culture that attracts and retains the best talent.

The career of the ideal candidate will include a history of impressive project management and the proven ability to provide high-level oversight to a multitude of projects simultaneously. Further, the individual selected will be familiar with contemporary qualitative and quantitative public works performance measures.

The ideal candidate will be a credible and persuasive communicator who proactively engages with internal and external stakeholders on a regular basis.

The person selected for this position must demonstrate highly developed executive leadership skills, public administration acumen and the ability to lead a large municipal utility organization. The successful candidate must possess the following:

- Seven (7) to ten (10) years' experience as Director of Public Works is preferred; eight to twelve years' experience as Assistant Director will be considered
- A minimum of ten (10) years of relevant managerial experience in the public sector
- BS (or BA) in Business, Public Administration, Civil Engineering or a related field or equivalent experience; Master's Degree preferred
- Must be registered as a Professional Engineer in the State of Maryland; and registration with the National Council of Examiners for Engineering and Surveying (NCEES) is preferred. An applicant must obtain appropriate licensure within twelve (12) months following commencement of employment.
- Ability to pass a Criminal Record Offender Information check
- Must be registered as a Professional Engineer in the State of Maryland
- Valid and current Driver's License; driving record which proves responsible and lawful driving habits

#### **Important Application Information**

To apply for this outstanding opportunity, please visit

<https://humanresources.baltimorecity.gov/employment>. Please have your cover letter and resume ready to upload. This position will remain opened until filled.

**Baltimore City Ordinance 18-111, Section 1 (B)** requires that all agency heads who report directly to the Mayor and any At-Will supervisory employees who reports directly to the Mayor or to the Head of an Agency must be a resident and registered voter of the City of Baltimore throughout their term of office. **Section (B) (1)** allows candidates(s) prior to appointment, the opportunity to sign a Declaration of Intent to become a city resident and registered voter within (6) months of the effective date of their appointment.

#### **Compensation and Benefits**

This career opportunity offers a comprehensive benefits package and a salary commensurate with experience.