



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting resumes for the position of

DIRECTOR OF PUBLIC FACILITIES

Compensation and Benefits: \$138,740.00 - \$152,610.00 per year. Starting salary is commensurate with experience and qualification and will be at the discretion of the Administration. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

How to Apply: Qualified candidates are invited to submit a cover letter, a resume, a supplied application, degree verification, and three (3) professional references to COB.Jobs@BridgeportCT.gov.

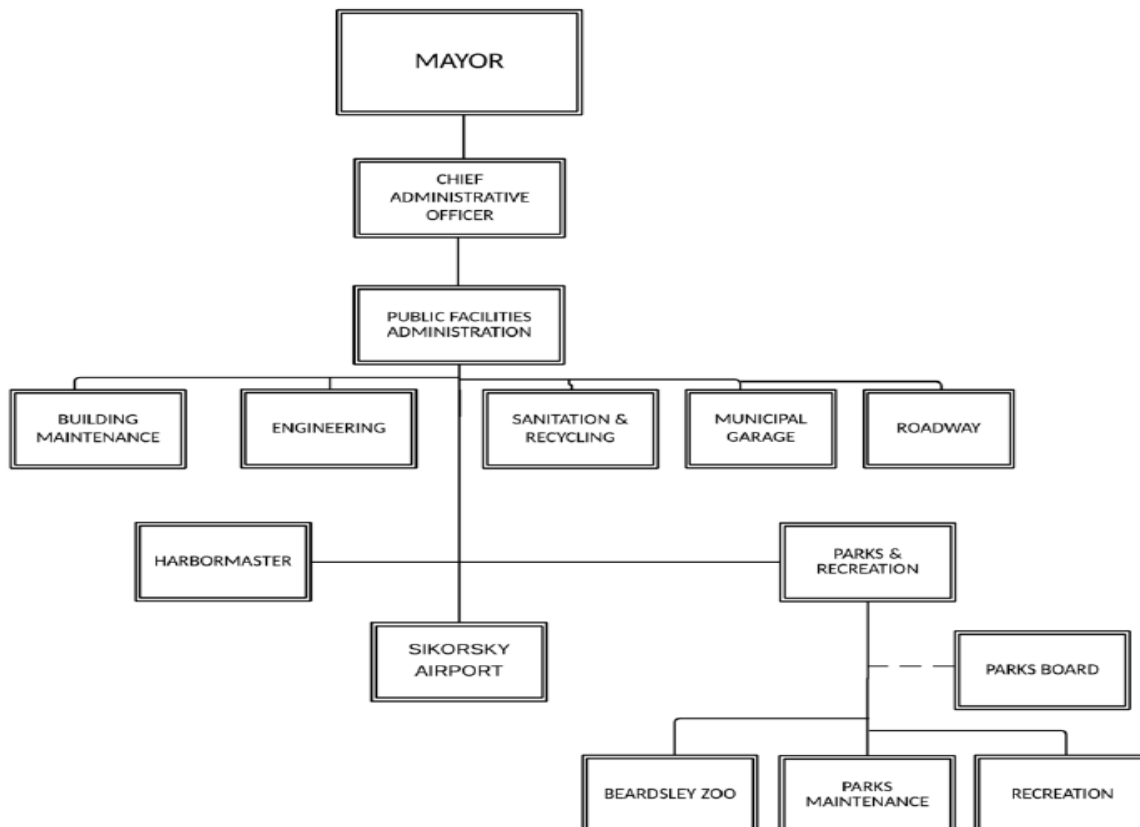
Accepting complete submissions until position is filled.

(Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

Public Facilities Administration



General Statement of Duties:

The Director of Public Facilities shall have the general supervision of the operation and management of the several units of the Public Facilities Department which are under its jurisdiction including engineering, streets and sanitation, maintenance and parks and recreation. The Director of Public Facilities shall be responsible for the administration and direction of services common to Public Facilities functions as outlined in the City Charter and under the general direction of the Mayor and/or City Chief Administrative Officer (CAO).

He/she shall advise the mayor, the city council and all boards, commissions, and departments of the city relative to public facilities matters. The director shall be responsible for the presentation of a consolidated budget to the Director of Policy and Management, the supervision of all employees of the department and the preparation of an annual report of the activities of the entire department of public facilities.

This position involves strong leadership and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs and projects. The incumbent oversees Public Facilities operations, maintenance, and programs through subordinate deputy director/supervisors with assigned responsibility for specific aspects of the Public Facilities portfolio. Must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge to accomplish department objectives.

Typical Tasks or Assignments:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Maintain and support the department units' operations and management which are under its jurisdiction including engineering, streets and sanitation, maintenance and parks and recreation.
- Provide annual and long-range planning projects for the City to include construction, renovation, and renewal projects.
- Establish and implement departmental goals, objectives, strategic plans, policies, and operating procedures.
- Implementation of City management plans and policies.
- Represent department and work collaboratively with other City Directors and departments.
- Initiate proactive management plans to enhance and improve the quality of public services delivered.
- Provide reports on services rendered. Conduct reviews of budgetary practices and financial issues ensuring accountability and good business practices.
- Perform employee appraisals and actively participates in labor relations issues.
- Establish Best Practices and Standard Operating Procedures related to all aspects of Public Facilities Management. Create and maintain manuals addressing Best Practices and SOP's.
- Develop and administer the annual departmental budget. Ensure compliance with approved budget.
- Performs related work as necessary.

Education and Experience Requirements:

College graduation with specialization in public administration, civil engineering, management, or related field.

Minimum of ten years of professional experience in public works or construction management of which have been in an increasingly responsible supervisory capacity including labor relations responsibilities.

Contract administration required.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of public administration.
- Knowledge of construction and applications of heavy equipment.
- OSHA requirements and DEP regulations.
- Broad knowledge of basic business/management theories.
- Knowledge of State and municipal government operations.
- Knowledge of Federal Regulations, State Statutes, City Charters and ordinances and general governmental procedures.
- Ability to analyze work problems and prescribe remedial actions.
- Ability to plan, direct and control the resources available to the City.
- Good computer skills and knowledge of Word and Excel are essential.
- Ability to plan, schedule, assign and supervise the work of others as required; ability to prepare and maintain accurate records, narrative, and statistical reports; ability to carry out assigned projects to their completion.
- Ability to interpret departmental budgets professional journals, technical procedures, engineering plans and drawing and governmental regulations.
- Ability to effectively communicate orally and in writing to management, co-workers, customers, and the public.
- Ability to write concisely to express thoughts clearly, and to develop ideas in logical order.
- Ability to prioritize, organize, and perform work independently; ability to make decisions and act quickly.

Licenses and Certifications:

A valid Connecticut Driver's License may be required for transportation between various sites.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to hear; speak; sit, stand and/or walk; Ability to exert light physical effort including some lifting or carrying of objects and material. The employee frequently must visit off-site locations and to access buildings at all levels.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical, and cognitive which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.

This position will require a pre-employment medical examination and drug testing.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 104
BRIDGEPORT, CT 06604



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.