



TOWN OF SOUTH KINGSTOWN JOB POSTING

Director of Public Services Public Services Department

The Town of South Kingstown, Rhode Island, a suburban coastal community of approximately 30,000 residents, is seeking a highly experienced professional to join the senior management team in the role of Director of Public Services. This non-contract senior leadership position reports directly to the Town Manager. This position is responsible for highly complex supervisory, administrative and professional work in planning, organizing, directing and supervising the Public Services Department, including Water, Wastewater, Highway, Engineering, assigned administrative staff and other public works projects and programs as assigned.

The Director of Public Services is responsible for supervising division managers and department support staff, either directly or through subordinates to ensure continued efficient operation and maintenance of the municipal highway and utility infrastructure. The Director of Public Services prepares a variety of studies, reports and related information for the Town Manager and Town Council; prepares and documents budget requests; administers the adopted budget in the assigned areas of responsibility; plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public services department; determines applicable codes, regulations, and requirements for assigned projects; oversees the preparation of engineering plans and specifications, bidding, vetting of contractors and vendors, and the selection criteria of public contracts; oversees project management for the construction of the municipal public services projects; oversees assigned projects to ensure contractor compliance with time and budget parameters for the projects; and coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.

The ideal candidate will have a bachelor's degree (master's preferred) from an accredited college or university in engineering, public administration, or a closely related field, and a minimum of six years of senior supervisory level experience managing heavy construction, engineering, and utility operations. Registration as a professional engineer and/or direct experience in the management of municipal public works and/or utility operations is preferred. Advanced expertise in Microsoft Word and Excel and experience with MUNIS financial software, and Beehive asset management software is preferred. This position requires a valid driver's license or ability to obtain one prior to employment. The ideal candidate will have the ability to communicate effectively.

This full time position starts at an annual salary of \$129,370, and includes a comprehensive benefit package as detailed within the Town's [Non-Union Employee Benefit Summary](#). Additional compensation may be negotiated based on the skill level, education, and work experience of individual candidates. To apply, please submit an application, cover letter, and resume to: jobs@southkingstownri.com or by hand or mail to: Personnel Administrator, Town Hall, 180 High Street, Wakefield, RI 02879. Applications are available for download on the Town's website www.southkingstownri.com, and hard copies are available at Town Hall. Application materials will be accepted through Friday, May 27, 2022.

EQUAL OPPORTUNITY EMPLOYER ■ POSTED 5.2.2022
TOWN OF SOUTH KINGSTOWN ■ 180 HIGH STREET ■ WAKEFIELD RI 02879
WWW.SOUTHKINGSTOWNRI.COM