



JOB OPENING

Date Posted: 05/20/2026

POSITION: Public Services Director
DEPARTMENT: Department of Public Services
WAGE: \$80,000 to \$100,000

Position Summary:

Under the direct supervision of the City Manager, supervises and directs the day-to-day operations of the Streets, Sanitation, Parks, Forestry, Motor Pool, Parking System, Animal Control, Dial-A-Ride and Engineering departments and/or divisions.

Essential Duties and Responsibilities

- Plan, direct, assign, and oversee work assignments of employees and contractors under his/her direct supervision.
- Monitor and approve reports, payroll records, requisitions, and accounting activities.
- Direct work assignments to mechanics concerning maintenance and repair of all City owned vehicles and equipment. Monitor and maintain adequate inventory of commonly used parts and supplies.
- Responsible for hiring and disciplining employees under his/her supervision. Trains, counsels and evaluates personnel.
- Prepare and monitor departmental budgets for all expenditures under his/her supervision.
- Receives, investigates, and when appropriate, takes action to resolve citizen complaints.
- Attend weekly staff meetings, Commission meetings, assigned city committee and board meetings, and professional conferences as necessary.
- Supervise the scheduling of street surface maintenance, cleaning, and street sweeping of all major and local streets.
- Meet with Engineering contractor in preparation of current and future street pavement projects and repairs.
- Write and administer grants for road repairs and replacements.
- Coordinate the city sidewalk program including the updating of ADA ramps with the engineering contractor.
- Supervise the Forestry functions including a variety of seasonal horticultural tasks, such as planting, trimming, fertilizing, tree removal and related tree maintenance operations.
- Supervise the Sanitation Division which includes pickup and disposal of refuse, compost, and recycling materials. Monitor refuse contractor performance and billing, enforce City sanitation ordinances, and perform field inspections as necessary.
- Oversee the methane monitoring and mitigation of the former Mount Clemens landfill.
- Supervise the maintenance of municipal parks and ball field; and approve the billing of ball diamond usage and maintenance.



- Supervise road sign placement and removal on City streets, parking lots, parks, and public right-of-ways.
- Supervise vacant lot maintenance and cooperate with Community Development to resolve blight issues on private property, if necessary.
- Supervise and direct the snow removal program on City streets, parking lots, and parks.
- Supervise the maintenance of alleys.
- Monitor and direct the maintenance and placement of banners and Christmas decorations during the holiday season.
- Supervise and direct the maintenance of the downtown district as well as coordinating maintenance schedule with the Downtown Development Authority during downtown activities and special events.
- Prepare agenda information for City Commission decision as needed.
- Supervise and direct the administration of the Parking and Animal Control Division which includes monitoring revenue and budget, parking enforcement, meter maintenance, animal complaints, and dead animal removal.
- Supervise and direct the administration of the Dial-A-Ride Department, which includes monitoring revenue and budget, contract with SMART and required reports.
- Must possess and maintain a valid Michigan Driver's License with a good driving record.
- Serve as City Liaison to City committees and boards, as assigned.
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Working knowledge of the structure, policies, procedures and regulations of a municipal public services department required. Minimum of four years of municipal experience; preferred four years of experience as a Public Services Director. Must possess a high school diploma or GED equivalent. Bachelor's degree or college courses in related field preferred.

Four years of Public Services Director with increasing responsible related experience, or any equivalent combination of related education and experience. Experience relating to the construction, repair and maintenance of municipal infrastructure, including street systems and the operation of related maintenance equipment required. Must possess the ability to interact with the public and effectively present information. Proficient with Microsoft Office product, experienced with BSA preferred. Strong supervisory skills required.

Language Skills:

Ability to read and comprehend instructions, short correspondences and memorandums; capable of writing correspondence; ability to read, analyze, and interpret common scientific and technical journals; ability to effectively present information in one-on-one and small group situations to public, and other employees of the organization.



Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; to calculate figures and amounts such as area, circumference, and volume; to apply concepts of basic algebra and geometry; to compute rate, ratio, and percent and to draw and interpret bar graphs

Reasoning Ability:

Ability to carry out instructions furnished in written, oral or diagram form; possess the ability to deal with problems involving several variables in standardized situations.

Physical Demands:

The physical demands described here 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 required to sit; stand; use hands to finger, handle, or feel; talk and hear. The employee frequently is required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud. Occasional exposure to moving mechanical parts, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and may be required to work in high, precarious places. The employee occasionally works in outside weather conditions.

APPLICATION DEADLINE:

APPLICATION PROCEDURE: Employment applications are available electronically from City of Mount Clemens website www.mountclemens.gov. Click on the Job Opportunities link on the home page.

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