



City Services Director

City Services Department

Position is responsible for the management and administration of the City Services Department. Work includes ensuring for the efficient and effective use of equipment and personnel, developing and administering budgets, policies and procedures, ensuring for the safety of employees and the public, performing procurement and contracting functions, responding to personnel management issues, and ensuring compliance with all applicable laws and regulations pertaining to department and division operations. Organize, direct, plan and administer all public works functions through subordinate Directors and Deputy Directors, foremen and other personnel for the coordination of activities and the proper functioning of units or departments; and to interpret, implement and coordinate major objectives, policies and programs; discuss and establish subordinate policies and programs as they affect the operations and coordination of the respective department and interrelationship with other divisions and functions. The successful candidate will have a minimum of ten (10) years supervisory experience on a variety of projects, principally in the field of public works construction with demonstrated knowledge in the principles of construction and operational experience. Salary commensurate with experience and qualifications. Please send cover letter and resume to Human Resources Department, City of Everett, 484 Broadway, Everett, MA 02149 or email hr@ci.everett.ma.us. Application will be accepted until position is filled. The City of Everett is an Equal Opportunity Employer.