



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Deputy Director of Public Facilities

Salary: \$127,383.00 per year. 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.

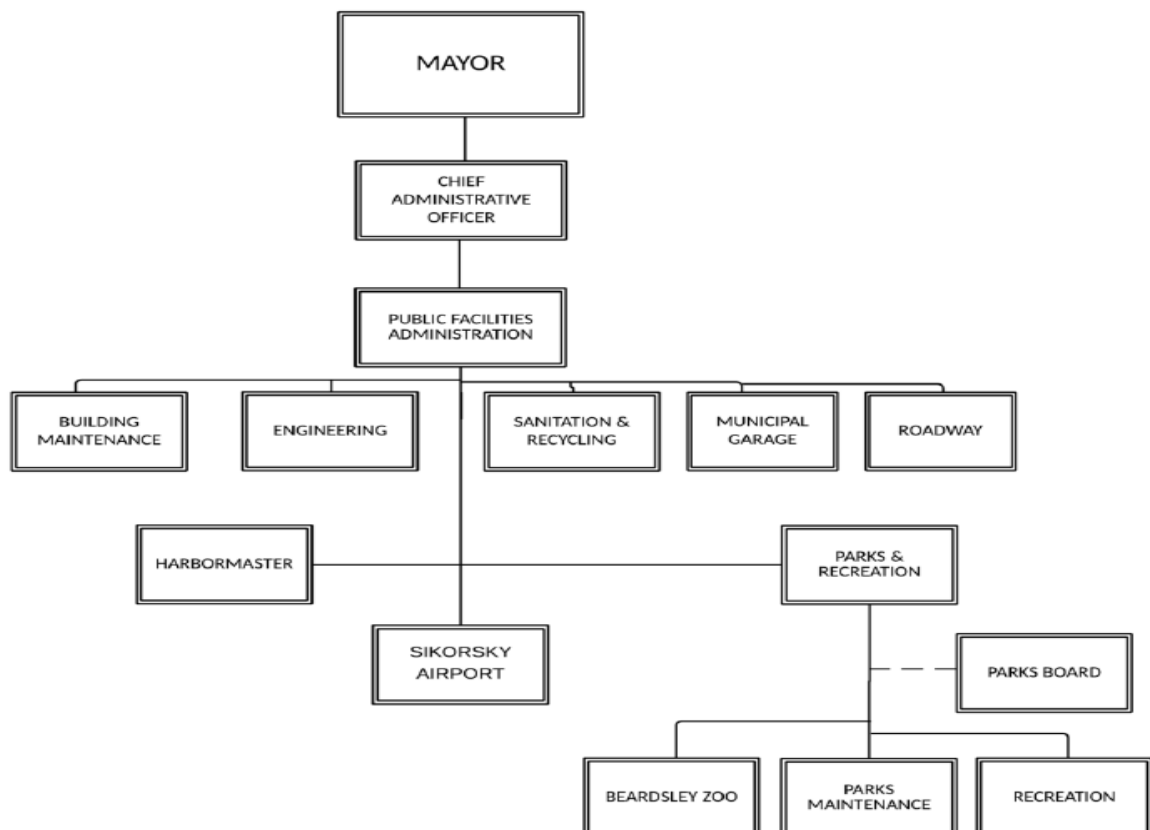
To Apply: Please mail, deliver or email a cover letter, resume, and supplied application to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply is March 13, 2019. (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:

Plan, organize, staff, direct and control the operation of services common to Public Facilities functions as outlined in the City Charter and under the authority of the Director of Public Facilities including: implementing the allocation of staff and equipment to efficiently and productively provide city services and to assume any and all tasks as assigned by the Director of Public Facilities.

This department director level position involves various leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs and projects. The incumbent directs Public Facilities operations, maintenance and programs through subordinate supervisors with assigned responsibility for specific aspects of the Public Facilities portfolio. The incumbent works under the general direction of the Director of Public Facilities and must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge in order to accomplish program 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.

1. Approval and review of administrative obligations of the department.
2. Implementation of City management plans and policies.
3. Initiate proactive management plans to enhance and improve the quality of public services delivered.
4. Provide reports on services rendered.
5. Perform employee appraisals.
6. Established and prioritize equipment repair and acquisition.
7. Establishment of proposed budget and ensure compliance with approved budget.
8. Active participation in labor relations issues.
9. 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.

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.

An Equal Opportunity Employer MF/AA/DIS

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

This is the application for the Director of Public Facilities position only.

Do not use this application to apply for any other positions/examinations.

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully. Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.
An Equal Opportunity Employer MF/AA/DIS

CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive Employment Application

Position Applied for	Deputy Director of Public Facilities	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 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 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 type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE				
Signature			Date	

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.

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.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____