



CITY OF BRIDGEPORT, CONNECTICUT

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

DEPUTY DIRECTOR OF PUBLIC FACILITIES (Board of Education)

Salary: \$114,845 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter and copies of required degree(s), to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Tuesday, December 31, 2013

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.

Supervision Received and Exercised:

Performs under the direction of the Director of Public Facilities.

Employees of Public Facilities Administration and those divisions as assigned by the Public Facilities Director.

Illustrative Duties:

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. Establish 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. Contract administration.

Required Knowledge, Skill and Abilities:

1. Good writing skills and computer literate with knowledge of Microsoft Office.
2. Knowledge of construction and applications of heavy equipment.
3. OSHA requirements and DEP regulations.
4. Labor law

Training and Experience:

1. College graduation with specialization in public administration, civil engineering, management or related field.
2. Ten (10) years of experience in public works or construction management of which have been in an increasingly responsibility supervisory capacity including labor relations responsibilities.
3. Contract administration.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS