



CITY OF DISTRICT HEIGHTS

TUESDAY, MARCH 28, 2023

AGENDA
HYBRID Work Session
7:00PM

In Person: Main Floor Commissioners Chamber, Municipal Building, 2000 Marbury Drive
Or Via Zoom: <https://zoom.us/j/95603505473?pwd=WnBLOWxmK0J0Q1ZGM2JNV2Rlc2p4Zz09>

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

- Work Session Meeting Agenda Tuesday, March 28, 2023

APPROVAL OF MINUTES:

- City Meeting Minutes of Tuesday, March 14, 2023

PUBLIC PARTICIPATION:

PRESENTATIONS:

Employ PG presentation – Jeffrey Swilley

Pepco Streetlight Program / Streetlight Savings Analysis Presentation – Alex Wurzel

NEW BUSINESS:

1. Surplus of (old) Leaf Machine -Angie Barnhill-Love
2. BOSE additional funds request – Deborah Turner
3. Public Works Director job description – Nikesha Pancho

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

ADJOURNMENT

- This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, March 14, 2023, 7pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, March 14th, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Vice Mayor Harcourt called the meeting to order at 7:01 p.m.

OPENING PRAYER

Commissioner Gomez

PLEDGE OF ALLEGIANCE

Commissioner Janifer

AGENDA ACCEPTANCE

Comr. Tilghman moved to accept the agenda for the City Meeting Work Session Tuesday, March 14, 2023. Comr. Janifer seconded the motion which carried a 4-0 vote.

APPROVAL OF MEETING MINUTES

Comr. Gomez moved to approve the March 2, 2023, City Meeting minutes. Comr. Tilghman seconded the motion which carried a 4-0 vote.

QUORUM

In attendance were Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez and Comr. Tilghman. Mayor Miller arrived at 7:09pm and received the gavel from Vice Mayor to preside over the remainder of the meeting. Staff in attendance were David Street – City Manager, Starr Jefferson –City Clerk, Chris Lawson – Director of HR, Nikesha Pancho – HR Manager, Chief Tarpley – Chief of Police, Jeffrey Taylor- Director of Recreation and T’Neisha Turner – Media Coordinator.

PUBLIC PARTICIPATION

Former Comr. Irving announced her pleasure that the County Council passed legislation prohibiting tobacco stores from establishing business in residential areas.

Vice Mayor Harcourt expressed similar sentiments and reminded the residents that there was 2-year ‘sunset’ timeline for current tobacco businesses to become compliant.

Ms. Nicole Jackson addressed the Commission on the sustainability and environmental equity efforts in the City of District Heights. Ms. Jackson cited evidence of the climate change and the global impacts felt in every community. Ms.

Jackson called for immediate action with the formation of a Sustainability Committee and appropriate subcommittees would be a critical step to support the city's 'green goals'. Ms. Jackson expressed that by the formation of such committees would ensure that regardless of race or income, all residents would have access to a healthy environment. Ms. Jackson shared historical overview of the city's sustainability initiatives noting that the city has yet to achieve Sustainable Maryland City Certification. Ms. Jackson detailed the actions required to receive the Sustainable Maryland City Certification that can be found on the program's website www.sustainablemaryland.com. Ms. Jackson, Teri Speight, along with 8 residents have formed a new Sustainability Committee and seeks the Commission's endorsement and approval to formalize the committee.

Commissioner Gomez expressed her gratitude for the work done by Ms. Jackson, Ms. Speight and all the members of the committee to support the green initiatives of the city. Commissioner Gomez announced that the committee's bylaws and procedures would be presented at a future Work Session for approval.

NEW BUSINESS

Senior Center Update – Lane Feick

Announced that a major milestone for the project was achieved with Elevator passing the State Inspection on March 13, 2023.

The Ornamental railing along stair #1 and the 2nd floor opening has a targeted completion date of March 28, 2023. The flooring in the building in near completion. Final cleaning is in progress along with ongoing painting touch-ups is ongoing.

The restrooms and kitchen areas are also wrapping up in the coming weeks.

Mr. Feick had technical difficulties. A summation of his update is included in the agenda packet.

Citizen's Request – Michelle Watkins

Michelle Watkins presented four (4) Citizen's Request to the City Commission of District Heights:

Ms. Mery Ouattara submitted a new commercial business application for Cocktails of Beauty Salon dated 9/26/2022.

Ms. Grace Johnson submitted a new commercial business application for Neema Dance Collective dated 10/14/2022.

Ms. Lateya King submitted a new commercial business application for Kings Royal Tag MD Title dated 11/8/2022.

Ms. Rukia Malipula submitted a commercial business application for District Heights Driving School dated 2/13/2023.

It was the pleasure of the Commission to hear the applications from only those business owners in attendance of the meeting.

Applications and supporting documents submitted and available in meeting packet.

Red Light Camera Ordinance Amendment Adoption – Chief Tarpley

Chief Tarpley presented to the Commission an amendment to Article IX of the Code of the City of District Heights allowing Red Light Camera Monitoring Systems. In accordance with Sec. 21-809 of the Transportation Article of the Annotated Code of Maryland the City will develop use and implement a red-light systems in all school zones. There are currently two schools in the City of District Heights: District Heights Elementary School and Scott Key Elementary School. This amendment affirms the placement of Speed Monitoring Systems in the school zones.

Commissioner Gomez moved to approve the amendments to Section 914 to the City Code of the City of District Heights.

Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

District Heights Day Stage Discussion – Jeffrey Taylor

Mr. Taylor initiated the discussion of the ongoing preparations for District Heights Day and the concern for securing a stage for the event. Mr. Taylor advised that he found three stages the least expensive being \$1,500 for rent from Jump for Youngsters with the dimensions of 24x16. The mayor advised that the cost was within the Recreation Departments budget and wouldn't require the Commission's vote.

The mayor asked Mr. Taylor to expand on the details for District Heights Day. Mr. Taylor shared the details of the events occurring on Saturday, June 3, 2023 included a parade march, live music and more than 50 different vendors.

Playground Equipment Presentation – Jeffrey Taylor

Mr. Taylor invited three playground manufacturers to present bid proposals for the upgrades to the existing playgrounds on city property, including the swing area and upper level behind the police vehicle parking, the lower level area near the basketball court and additionally Marbury Townhomes. The presenters were Commercial Recreation, Playground Specialist and River Valley. A summation of the three (3) proposals are included in the packet.

IT Assessment Report – Lladner Business Solutions, LLC

Lladner presented its findings to the Commission highlighting the city's most pressing issues for IT security: Email, Internet Connectivity, Network Security, Compliance with MOSH State Plan and Government Access. In the assessment a solution strategy was proposed to include Office migration, threat protection, internet storage, identity and access management, information protection and service desk support.

A copy of the report is included in the packet.

Councilwoman Krystal Oriadha Resident Meet & Greet – Vice Mayor Harcourt

Vice Mayor Harcourt shared feedback he received regarding Councilwoman Oriadha's visit at the City Meeting from March 2, 2023. He expressed the interest of several residents who would have like to ask the Councilwoman questions regarding the Council's legislative priorities and to provide feedback. Vice Mayor Harcourt explained the time restraints within the City's scheduled meetings and suggested an invitation for a Q & A forum would be a great opportunity for both the Councilmember and the residents to engage.

The Q & A Session with Councilwoman Oriadha is scheduled for April 22, 2023 at 1pm at the City of District Heights Municipal Building.

Human Resource Update – Nikesha Pancho

HR Manager, Nikesha Pancho, read the distinguished biography and introduced the residents to the City of District Heights' new City Manager, David Street.

Mr. Street addressed the Commission and residents with great enthusiasm and shared his appreciation for the warm reception he received from the staff.

Commissioner Gomez moved to move Katrina Polk's position from Acting City Manager to District Heights Senior Center Director effective Tuesday, March 14, 2023.

Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

Nikeshia Pancho announced upcoming staff development training on Wednesday 15, 2023 and the topic of Customer Service Excellence.

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

The Mayor and Commission wholeheartedly thanked Katrina Polk for her service to the city as the Interim and Acting City Manager until the position could be appropriately vetted and filled.

Mayor Miller announced her ongoing participation with the County Executive Alsobrooks quarterly meetings with Jared McCarthy, the Chief Administrative Officer for Government Operations.

Commissioner Tilghman announced the partnership with the Red Cross and the upcoming Sickle Cell Blood Drive hosted by the City of District Heights on Friday, March 17, 2023. Councilwoman Oriadha's and other officials are expected in attendance.

Chief Tarpley announced the City of District Heights Police Department in conjunction with the State's Attorney's and Prince George's County Sheriff's Office will be co-sponsoring a Youth Workshop: Speak Out, Speak Loud! This event will be held at Seat Pleasant Elementary School from 1pm to 4pm. The event is welcome to children from ages 8 -18. Additional information is available on the city website.

Commissioner Gomez announced the upcoming Sustainability Committee meeting on Thursday, March 16th at 7pm via Zoom. Please contact the City Clerk for more information at cityclerk@districtheights.org.

ADJOURNMENT

Commission Gomez motioned to adjourn the Work Session.

Commissioner Tilghman seconded the motion which carried a 4-0 vote.

The Work Session adjourned at 9:41pm.

Respectfully submitted,

Starr Jefferson
City Clerk

Board of Supervisors of Elections (BOSE) Request for Increased Funding

The BOSE is requesting an increase to the line item to cover expenses in the May, 1, 2023, Election.

Expenses from BOSE July 11, 2022 Election: Information obtained from the Treasurer Report (July - October 2022)

2022 Election Line Item Budget	\$ 7,000.00
Expenses	\$-2,785.60
Remaining	\$ 4,214.40

Listed below are the current and projected expenses for the Monday, May 1, 2023, Election:

PGC Board of Elections Materials	\$5,204.97 (invoice attached)
Election Connection Vendor	\$1,200.00 (invoice attached)
Maryland Ballot Drop Box (MBDB)	\$ 300.00 Apr 3 – May 3 rd
MBDB Delivery and pickup fee	\$1,040.00
(10) Election Judges \$160 each	\$1,600.00
(4) BOSE Members \$300 each	\$1,200.00
Election Miscellaneous Office Supplies (Pens, Envelopes, Paper, Paper Clips)	\$ 500.00 (estimate)
USPS P.O. Box	\$ 276.00 (6 months)
Postage (Delivery/Return of the Ballot)	\$ 150.00 (estimate)
TOTAL:	\$10,270.97
Currently in Budget	\$ 4,214.40
Deficit	\$ 6,056.57

Election Connection & Services, LLC

3405 McFair Lane
Thonotosassa, FL 33592

Invoice

Date	Invoice #
3/23/2023	1042

Bill To
City of District Heights 2000 Marbury Drive District Height, MD 20747

P.O. No.	Terms	Project
Verbal	Due on receipt	

Quantity	Description	Rate	Amount
1	Provide Election Services to include Basic Ballot Layout and Proof. Also includes Ballot Box & Booth Rental (Delivery & Pick Up)	1,000.00	1,000.00
1	Print 600 Ballots (250 Official Ballot Ward I, 250 Official Ballot Ward II. 50 Mail In Ward I, 50 Mail In Ward II)	200.00	200.00
Thank you for your business.		Total	\$1,200.00

President
Roberta B. Deegan

Vice President
Beatrice P. Tignor

Members
Thomas J. Slezak
Jaime J. Vazquez-Saldana



Alternate Members
Lucille V. Gaither
Clement A. Gaynor, Jr.
Terri L. Williams

Acting Elections Administrator
Wendy N. Honesty-Bey

Counsel
Michael Adams

Prince George's County Board of Elections

1100 Mercantile Lane, Suite 115A
Largo, Maryland 20774
Office: 301-341-7300 Fax: 301-341-7391
<http://elections.mypgc.us>
election@co.pg.md.us

March 17, 2023

City of District Heights
Youth Services Bureau
6421 Atwood Street
District Heights, MD 20747

Invoice
City of District Heights
Estimate
Municipal Election Cost

	Total Registration	VNC*	Postage**	Total
City of District Heights (Registration as of 03/17/2023)	4,236	2,382.29	2,668.68	\$ 5,050.97

Staff Overtime for Election Support*** **\$154.00**

Total	\$5,204.97
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Please make check payable to: Prince George's County, Maryland.

*Voter Notification Cards = **0.29** per registrant

** Postage = **0.63** per registrant

***Staff Compensation – 2 staff persons (1 lead, 1 clerk) **\$44.00** per hour combined @ **3.5 hours**.

If you have any questions, or concerns please contact Lateef Owodunni Systems Analyst 301 341-7611



PROPOSAL AND AGEEMENT FOR SERVICES

For: District Heights

PROPOSAL AND AGREEMENT FOR SERVICE

Interstate International, Inc. ("Interstate") dba Interstate Logistics appreciates the opportunity to provide relocation services to Districts Heights ("Customer"). The purpose of this Proposal is to detail the Scope of Work, Service Dates and Terms and Conditions upon which Interstate shall provide services to Customer.

SERVICE DATES

April 3, 2023 and May 3, 2023.

SCOPE OF WORK

Interstate will supply all necessary equipment, materials and skilled labor to transport Ballot Box to location in Distrivct Height Md and back to SBE warehouse.

Proposed Schedule	Pick up Ballot box from SBR warehouse on April 3 to site. Pick up from Site and return to SBE warehouse on May 3
Hours to be Performed	Normal Business Hours

ORIGIN & DESTINATION

ORIGIN ADDRESS

Company Name	State of Maryland Board od Election warehouse
Contact Information	
Address	7364 Baltimore Annapolis Blvd
City	Glen Burnie, MD 21061
State	Maryland
Zip	21061

DESTINATION ADDRESS

Company Name	Family and Youth Services Bureau
Contact Information	
Address	6421 Atwood Street
City	District Heights
State	Marlyand
Zip	20747

PRICING

The following prices include the supervision, labor, materials, equipment, packing supplies, parking permits, applicable surcharges and incidentals necessary to complete the scope of work. The price is valid for sixty (60) days from the Proposal Date. Modifications to the Scope of Work may change the associated fees.

Description of Services	Cost
Delivery to Ditrict Heights	\$520
Return to SBE warehouse	\$520
Total Charges: Less Optional Valuation	\$1,040

PRICING DOES NOT INCLUDE:

CUSTOMER NAME

Print First and Last Name	Title	Signature	Date.

Interstate International, Inc.

Print First and Last Name	Title	Signature	Date.

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/2/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 5500 Cherokee Avenue, Suite 300 Alexandria VA 22312		CONTACT NAME: _____ PHONE (A/C No, Ext): 800-274-0268 FAX (A/C No): _____ E-MAIL: _____ ADDRESS: certificates@MarshMMA.com	
INSURED Interstate International, Inc. 5801 Rolling Road Springfield VA 22152		INSURER(S) AFFORDING COVERAGE	
INTERVAN1		INSURER A: Vanliner Insurance Company NAIC #: 21172	INSURER B: Acceptance Indemnity Ins Co NAIC #: 20010
		INSURER C: Indian Harbor Insurance Company NAIC #: 38940	INSURER D: Gemini Insurance Company NAIC #: 10833
		INSURER E: _____ NAIC #: _____	INSURER F: _____ NAIC #: _____

COVERAGES CERTIFICATE NUMBER: 1105738707 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR (INSR, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: _____		ESG005803102	12/1/2022	12/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		MVR383560115	12/1/2022	12/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED RETENTION \$		GVE100214804	12/1/2022	12/1/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WCV383560115	12/1/2022	12/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Excess Umbrella		ENM000056201	12/1/2022	12/1/2023	\$3,000,000 Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Trailer Interchange - Vanliner Ins Co - 12/1/21 to 12/1/22 - MVR383560114 - \$50,000 Limit \$1,000 Comp/Coll Ded
 Hired Car Physical Damage - Vanliner Inc Co - 12/1/21 to 12/1/22 - MVR383560114 - \$100,000 Limit \$100 Comp Ded /\$1.00 Coll Ded

CERTIFICATE HOLDER Proof of Insurance ...	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CITY OF DISTRICT HEIGHTS
City Commission Work Session
Tuesday, March 28, 2023
Item 3

- Title:** Public Works Director Position Approval
- Staff Contact:** Nikki Pancho, Human Resources Generalist
David Street, City Manager
- Purpose:** To propose the creation of a Public Works Director Position.
- Recommendation:** That the City Commission review and adopt proposed job description for the Public Works Director Position and direct staff to begin recruitment for the position.

Summary: The Department of Public Works (DPW) has historically been managed by a “Public Works Supervisor” that served as the defacto department head for the department. The Public Works Supervisor is supported by a Public Works Foreman and one Crew Leader. The balance of the department is comprised of Public Works Laborers, building maintenance staff, and an Administrative Assistant/Building Coordinator.

Each of the City’s other departments is headed by a director who serves as a subject matter expert and policy advisor for each of their respective areas. For example, the Police Chief is the resident expert on policing practice and policy for the City and advises the Commission appropriately. DPW is one of the City’s most forward-facing departments; its crews routinely work around City facilities and in the community.

Human Resources and the City Manager propose to bring parity for the leadership position of DPW with the remainder of the City’s departments. The new DPW Director would report to the City Manager and have managerial oversight of all DPW’s programs and activities. The key differences between the DPW Supervisor and the proposed DPW Director is that, typically, Directors have a broader scope of responsibility, including overseeing budgets, managing staff, developing policies, and ensuring compliance with legal and regulatory requirements. Supervisors typically understand the specific industry and business processes they supervise but may not have the same level of technical expertise.

Fiscal Impact: The proposed salary for a Public Works Director is \$70,000 - 85,000 annually, plus benefit cost, depending on experience. The position is proposed as a full-time position and would replace the prior “Public Works Supervisor” position. Due to the vacancies in the department, the City has sufficient funding available to recruit and hire the position.

Alternatives

1. The Commission could approve the new job description and title. Following approval, Human Resources will begin the recruitment process.
2. The Commission could maintain the status quo.
3. The Commission could provide alternative direction.

Draft Motion

I, Commissioner _____ move that the City Commission approve the proposed job description and salary scale for the Public Works Director as provided in Attachment 1.

I, Commissioner _____ seconded the motion.

Attachments

1. Draft Public Works Director Job Description

ATTACHMENT 1

Position Description: City of District Heights

Title: Public Works Director

Reports to: City Manager

Pay Grade:

Step:

Salary:

Approved Hrs.:

The Public Works Director under the supervision of the City Manager's direction, plans, directs, manages and oversees the activities and operations of the Public Works Department including sanitation, maintenance, source control, and engineering; coordinates assigned activities with other City departments and outside agencies.

ESSENTIAL FUNCTIONS, RESPONSIBILITY AND TASK

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

EXAMPLES OF WORK

- Assume full management responsibility for all Public Works department
- Manage the development and implementation of Public Works department goals, objectives, policies and priorities for each assigned service area.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources in accordance with the City of District Heights Policy.
- Plan, direct and coordinate, through subordinate level managers, the Public Works department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate Public Works department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Manage and participate in the development and administration of the Public Works department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Evaluate and forecast the City's public work needs; develop and design capital improvement projects.
- Manage and administer engineering consulting and construction contracts; review work to ensure compliance with specifications; inspect construction of work; recommend modifications; A working knowledge of road maintenance equipment and of some automotives maintenance and repair. Operates one or more types of heavy and complex motor equipment; does related work as required. Directs general snow removal. Supervises and plans the work of crews and laborers; supervises crews of laborers and motor equipment operators in street cleaning maintenance and construction. Operates street sweeper; ability to cut down and remove small trees; ability to remove and install guardrails as needed.
- Ability to supervise and control the work of others; good knowledge of the equipment used in assigned areas of work; dependability, initiative, and good physical condition.
- Perform professional civil engineering functions; review plans, plats, specifications and related documents; ensure compliance with codes, ordinances and standards.
- Review as-built plans; ensure that records and files are updated to incorporate changes; revise maps as appropriate.
- Explain, justify, and defend Public Works department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works department to other City departments, elected officials and outside agencies, coordinate activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works and civil engineering.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Ability to be work collaboratively with the City Manager on grant opportunities.
- Perform related duties as required.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, planning, work assignments and supervision of all Public Works staff.

SELECTION CRITERIA QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Knowledge of:

Operations, services and activities of a comprehensive public works maintenance program. Principles and practices of civil engineering. Advanced principles of design and construction. Principles and practices of program development and administration. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluation. Office procedures, methods, and equipment including computers and applicable software applications. Pertinent federal, state and local laws, codes and regulations. Ability to: Plan, organize, direct, and coordinate the work of lower-level staff. Select, supervise, train and evaluate staff. Delegate authority and responsibility. Oversee and direct the operations, services and activities of the divisions within the Public Works department. Review and evaluate plans, specifications and construction estimates for public works projects. Identify and respond to community and Commission issues, concerns and needs. Develop and administer departmental goals, objectives and procedures. Prepare clear and concise administrative and financial reports. Prepare and administer large and complex budgets. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze and evaluate new service delivery methods and techniques. Interpret and apply federal, state and local policies, laws and regulations. Through working knowledge of Project Management. Operate office equipment including computers and supporting software applications. **Communication should be exceptional**, clear and concise, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

MINIMUM EDUCATION/EXPERIENCE

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, drafting, public administration or a related field. Experience: Six years of increasingly responsible experience in public works or engineering, including three years of administrative and supervisory responsibility. License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of registration as a professional engineer in the State of Maryland.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions. Environment: Standard office setting. Physical: Sufficient physical ability to work in an office setting and operate office equipment. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents. Hearing: Hear in the normal audio range with or without correction.

Please be informed that all Public Works and Building and Grounds Maintenance employees are subject to 24 hour "on call status" in case of any natural disaster or other emergency (including, but not limited to, snow emergencies, downed trees, flooding, etc.), said status to be determined at the discretion of the Director of Public Works.