



## City of Hyattsville (MD) Director of Public Works

<b>SALARY</b>	\$66.85 - \$75.29 Hourly \$139,055.00 - \$156,599.00 Annually	<b>LOCATION</b>	Department of Public Works
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202400036
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	PW Admin
<b>OPENING DATE</b>	04/09/2026		

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### Description

This is a senior department head position responsible for the strategic leadership, planning, and administration of all the Department of Public Works operations. The Director ensures the effective and efficient delivery of essential municipal services, including solid waste management, engineering and infrastructure, buildings and grounds maintenance, refuse and litter control, urban forestry and tree management, fleet and vehicle maintenance, right-of-way maintenance, stormwater management, and sustainability initiatives. The Director provides overall direction for capital improvement planning, regulatory compliance, contract administration, and emergency operations support. Work is performed with considerable independence under the general supervision of the City Administrator, and in close collaboration with the Mayor, City Council, and other department heads.

### Example of Duties

#### Leadership & Administration

- Provides strategic leadership and overall administrative direction for all Public Works programs, projects, and operations, ensuring alignment with City goals, priorities, and the City's strategic plan.
- Carries out full supervisory and managerial responsibility in accordance with City policies, applicable laws, and collective bargaining agreements, including: recruiting, interviewing, hiring, and onboarding staff; planning, scheduling, assigning, and directing work; establishing performance expectations and deadlines; conducting performance evaluations; administering discipline; approving payroll and leave; coordinating training and professional development; and resolving employee complaints and conflicts.
- Develops, implements, and continuously evaluates departmental standard operating procedures, policies, and operational guidelines to improve service delivery and workforce performance.
- Plans and implements short-, medium-, and long-range departmental goals, objectives, and strategies consistent with the City's mission and operational priorities.
- Fosters a culture of accountability, safety, equity, and continuous improvement within the department.

#### Budget, Finance & Procurement

- Develops, presents, and administers the department's annual operating and capital budgets; monitors expenditures and ensures fiscal responsibility throughout the budget cycle.
- Oversees the procurement process for public works services, materials, supplies, and equipment, including preparation of bid specifications, RFPs, and contract documents.

- Develops, administers, and monitors major contracts for public works services; reviews contract performance and ensures compliance with all terms and conditions.
- Identifies and pursues funding opportunities from private, corporate, state, and federal sources; assists with the preparation and administration of funding applications and awards.
- Reviews materials, supplies, and equipment inventories; analyzes data and recommends necessary purchases to maintain operational capacity.

#### **Infrastructure, Capital Improvement & Project Management**

- Directs and oversees the City's capital improvement program (CIP) for public works infrastructure, including planning, design, construction, and project closeout.
- Participates in the preparation of plans, specifications, and engineering documents for capital projects and contract bids.
- Oversees street repair, repaving, curb and gutter maintenance, sidewalk repair, and right-of-way operations to ensure safe and accessible public infrastructure.
- Manages stormwater infrastructure maintenance and coordinates with Prince George's County and state agencies on MS4 permit compliance and stormwater quality programs.
- Coordinates with utility companies, state and county agencies, and private developers on infrastructure projects impacting City rights-of-way.

#### **Environmental Sustainability & Urban Resilience**

- Leads the City's sustainability and environmental stewardship initiatives within the Public Works portfolio, including energy efficiency, recycling programs, waste diversion, and green infrastructure.
- Oversees the urban forestry and tree management program, including planting, maintenance, removal, and replacement to support the City's urban tree canopy goals.
- Supports the City's climate resilience and adaptation planning efforts, identifying infrastructure vulnerabilities and recommending mitigation strategies.
- Manages solid waste and recycling collection contracts; monitors contractor performance and ensures compliance with applicable environmental regulations and service standards.

#### **Facilities, Fleet & Safety**

- Oversees the maintenance and improvement of all City-owned buildings, grounds, and facilities; coordinates preventive maintenance programs and major facility repairs.
- Directs the City's fleet management and vehicle maintenance program, ensuring a safe, reliable, and cost-effective fleet in support of all City operations.
- Coordinates safety inspection programs for City buildings, facilities, vehicles, and work sites; evaluates safety practices, identifies hazards, and takes corrective action to eliminate risks.
- Provides for the training of departmental personnel in safe work practices, equipment operation, OSHA compliance, and related technical competencies.
- Ensures the department maintains compliance with all applicable OSHA regulations, Maryland Occupational Safety and Health (MOSH) requirements, and City safety policies.

#### **Emergency Management & Response**

- Serves as a key member of the City's emergency operations team; directs Public Works response to storms, flooding, natural disasters, and public emergencies, including snow and ice operations.
- Develops and maintains departmental emergency response plans, standard operating procedures, and mutual aid agreements with neighboring jurisdictions.
- Coordinates with local, county, state, and federal emergency management agencies as required.

#### **Intergovernmental & Community Relations**

- Prepares and presents reports, briefings, and recommendations to the City Council, Mayor, City Administrator, and other governmental, board, and community officials.
- Represents the City on various local, regional, state, and federal boards, committees, and task forces related to public works, infrastructure, and environmental matters.
- Attends City Council meetings, public hearings, and community forums; serves as the City's subject matter expert on public works matters.
- Coordinates and maintains effective working relationships with counterparts in Prince George's County, the Maryland State Highway Administration (SHA), Washington Suburban Sanitary Commission (WSSC), and other external agencies.

- Responds to constituent concerns, service requests, and complaints in a timely, professional, and solution-oriented manner.
- Performs other related duties per city code or as assigned.

## **Knowledge, Skills, and Abilities**

- Comprehensive knowledge of municipal public works operations, including infrastructure maintenance, fleet management, solid waste, urban forestry, facilities, stormwater, and right-of-way management.
- Thorough knowledge of capital improvement planning, construction project management, and contract administration principles and practices.
- Working knowledge of applicable federal, state, and local laws, codes, regulations, and ordinances governing public works operations, including OSHA/MOSH, ADA, EPA, MS4, and Maryland MDE regulations.
- Knowledge of environmental sustainability practices, green infrastructure, and climate resilience strategies applicable to municipal operations.
- Ability to develop and administer departmental budgets, monitor expenditures, and identify cost efficiencies.
- Ability to plan, organize, direct, and evaluate the work of a large and diverse workforce, both directly and through subordinate supervisors.
- Ability to communicate clearly, concisely, and persuasively — both orally and in writing — to diverse audiences including elected officials, staff, contractors, and community members.
- Ability to build and sustain collaborative relationships with internal departments, intergovernmental partners, and community stakeholders.
- Proficiency in relevant computer applications, including Microsoft Office Suite, asset management systems, GIS platforms, and work order management software.
- Ability to analyze complex operational and technical problems and develop effective, data-informed solutions.
- Strong organizational and project management skills; ability to manage multiple priorities and competing deadlines simultaneously.
- Commitment to equitable service delivery, accessibility, and the principles of diversity, equity, and inclusion in public works operations.

### **Analytical Skills:**

- Ability to collect, evaluate, and interpret complex technical, operational, and financial data to support sound decision-making and long-range planning.
- Ability to conduct and oversee cost-benefit analyses, lifecycle cost assessments, and performance benchmarking for infrastructure assets, programs, and contracted services.
- Skill in developing and monitoring key performance indicators (KPIs) and service-level metrics; ability to translate data into actionable operational improvements and Council-ready reports.
- Ability to evaluate engineering plans, technical specifications, feasibility studies, and environmental assessments, and provide informed recommendations to senior leadership.
- Ability to identify trends in service demands, infrastructure conditions, and resource utilization and develop proactive strategies to address emerging needs.

### **Written Communication Skills:**

- Exceptional ability to prepare clear, well-organized, and professional written documents, including staff reports, Council memoranda, budget narratives, policy recommendations, and public-facing communications.
- Ability to draft and review technical specifications, scope of work documents, RFPs, bid packages, and contract terms with precision and attention to regulatory and legal requirements.
- Skill in translating complex technical information into accessible language for elected officials, community members, and non-technical audiences.
- Experience preparing and submitting funding applications, progress reports, and compliance documentation to state and federal agencies.
- Demonstrated ability to document departmental policies, procedures, and standard operating guidelines in a clear, consistent, and enforceable format.

### **Technical Knowledge & Skills:**

- Working knowledge of civil engineering principles, construction methods, and infrastructure design standards applicable to streets, stormwater, utilities, and public facilities.

- Familiarity with Geographic Information Systems (GIS) and the application of spatial data analysis to asset management, infrastructure planning, and service delivery mapping.
- Knowledge of computerized maintenance management systems (CMMS) and enterprise asset management (EAM) platforms used to track work orders, preventive maintenance schedules, and equipment lifecycles.
- Understanding of stormwater management design standards, National Pollutant Discharge Elimination System (NPDES) requirements, and best management practices (BMPs) for municipal separate storm sewer systems (MS4).
- Familiarity with OSHA/MOSH safety regulations, traffic control standards (MUTCD), ADA accessibility requirements, and other technical codes applicable to public works operations.
- Ability to read, interpret, and work with engineering drawings, construction plans, survey plats, and site maps.

## Minimum Qualifications

The City of Hyattsville recognizes that professional competency can be demonstrated through multiple pathways. Candidates must meet one of the three qualification tiers below. In all cases, a valid Maryland driver's license (or the ability to obtain one within 90 days of hire) is required.

### Tier 1 — Advanced Degree Pathway

- Master's degree in Civil Engineering, Public Administration, Environmental Science, Urban Planning, or a closely related field; AND
- Minimum of seven (7) years of progressively responsible experience in public works, municipal operations, or a closely related field, including at least three (3) years in a senior leadership or department management role.
- Professional certification (PE, CPWP, or equivalent) is preferred but not required under this pathway.

### Tier 2 — Bachelor's Degree + Certification Pathway

- Bachelor's degree in Civil Engineering, Public Administration, Environmental Science, Urban Planning, or a closely related field; AND
- Active professional certification — including but not limited to Professional Engineer (PE), Certified Public Works Professional (CPWP), or an equivalent credential recognized by a national or state credentialing body; AND
- Minimum of seven (7) years of progressively responsible experience in public works, municipal operations, or a closely related field, including at least three (3) years in a senior leadership or department management role.

### Tier 3 — Experience + Certification Pathway

- Minimum of ten (10) years of progressively responsible experience in public works, municipal operations, or a closely related field, including at least five (5) years in a senior leadership or department management role; AND
- Active professional certification — including but not limited to Professional Engineer (PE), Certified Public Works Professional (CPWP), Certified Public Manager, or an equivalent credential recognized by a national or state credentialing body is required under this pathway. Certification cannot be waived when substituting experience for an advanced degree.
- A Bachelor's degree in a related field is strongly preferred even under this pathway.

## Physical Demands and Working Environment

- Work is performed primarily in an office environment with regular field visits to City facilities, work sites, and right-of-way locations.
  - Requires operating motor vehicles and occasionally carrying items up to 25 pounds (files, materials, equipment).
  - May be required to work evenings, weekends, and holidays as needed for City Council meetings, community events, emergency operations, and seasonal programs, including snow removal.
  - May be exposed to outdoor weather conditions and construction/field environments during site visits and inspections
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**Employer**

City of Hyattsville (MD)

**Phone**

301-985-5000

**Address**

4310 Gallatin Street  
3rd Fl  
Hyattsville, Maryland, 20781

**Website**

<https://www.hyattsville.org/>