



CITY OF ALLENTOWN

No. 30443

RESOLUTION

R84 – 2022

Introduced by City Council on June 1, 2022

Appointment of the Public Works Director

Resolved by the Council of the City of Allentown, That

WHEREAS, Section 503 of the Home Rule Charter requires City Council approval of Department Directors; and

WHEREAS, the Mayor hereby submits Mark Shahda for consideration and confirmation for the position of Public Works Director at a salary of One Hundred Seven Thousand Two Hundred Ninety (\$107,290) Dollars, effective June 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves the appointment of Mark Shahda as the Director of Public Works.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30443 was adopted by the City Council of Allentown on the 1st day of June, 2022, and is on file in the City Clerk's Office.



 City Clerk



**MATT TUERK
MAYOR**

435 Hamilton Street
Allentown PA 18101

OFFICE ♦ 610.437.7546 EMAIL ♦ Matt.Tuerk@allentownpa.gov

To: Allentown City Council
From: Matt Tuerk, Mayor 
Date: May 25, 2022
Subject: Nomination of Interim Director Mark Shahda for Director of Public Works

It is with great enthusiasm that I am nominating Mark Shahda to become the City's Director of Public Works.

Mark's journey with the City is remarkable: starting as a seasonal summer hire in 1996 before accepting a full-time position as a Maintenance Worker in 1998. He was promptly elevated into different levels of the Public Works Department, most notably Streets Superintendent and then Deputy Director of Public Works in 2019.

As Deputy Director of Public Works, Mark supervised the operations and direction of all Public Works departments including Streets, Stormwater, Engineering, Fleet, Building Maintenance, Compliance, Recycling & Solid Waste, Traffic Planning, and Technical Services. He also established and oversaw the Cost Share Program with the Lehigh County Authority and UGI, which relieved the City from an estimated \$5 million dollar project. This program is responsible for a tremendous amount of City support, including a supplement to pave the streets, as well as fully funding ADA handicap ramp installations. The program has additionally aided the residents of the City of Allentown by eliminating the financial burden of replacing handicap ramps and improving accessibility.

Aside from his work history, Mark has strong ties to Allentown that have been of great benefit in his service to the City. He was born and raised in the 6th Ward and is a graduate of Dieruff High School. As Deputy Director, he has worked closely with important City partners like the Allentown Parking Authority. These relationships display a commitment to the City in both his personal and professional life, which is an invaluable asset for the Director of Public Works position.

His salary will be \$107,290. I am honored to forward his name to you for confirmation. Please contact me if you have any questions regarding Mark or his nomination.

4/25/22 3:30

MARK SHAHDA

PROFESSIONAL SUMMARY

Enthusiastic bilingual Deputy Director eager to lead my team to success through hard work, attention to detail and excellent organizational skills. Clear understanding of the City's policies and procedures to align with the Administrations vision.

Through my 24 years of experience with the Public Works Department, I am motivated to learn, grow, and excel while continuing self-development.

SKILLS

- Recruitment and Hiring
- Budget preparation and tracking
- Capital Expenditures Oversight
- Employee Motivation
- Departmental Oversight
- Verbal and Written Communication
- Team Leadership
- Decision Making
- Cost Reduction
- Problem Anticipation and Resolution
- Policy Development and Enforcement
- Multitasking and Prioritization
- Bilingual in Arabic

WORK HISTORY

DEPUTY DIRECTOR OF PUBLIC WORKS 10/2019 to Current City Of Allentown, Allentown, PA

- Review each departments work performance and advise on ways to improve overall progress.
- Analyze completed projects against established budgets to track spending and determine levels of success.
- Manage, prepare and administer 10 budgets within Public Works for a total of over \$40,000,000.
- Assist in recruiting and hiring of team members.
- Address conflicts with staff and public immediately, listening to all sides and making educated decisions regarding resolutions.
- Guide team members to maintain high productivity and performance metrics.
- Deliver workflow strategy and develop systems and procedures to improve operational quality and team efficiency.
- Boost team member productivity by enhancing performance monitoring and instituting motivational approaches.
- Delegate daily tasks to employees, streamlining daily progress and efficiency.
- Interact well with constituents and customers to build connections and strengthen relationships.

STREETS SUPERINTENDENT 05/2012 to 10/2019**City Of Allentown, Allentown, PA**

- Managed complete street construction process to maximize quality, cost-controls, and efficiency.
- Supported project coordination and smooth workflow by coordinating materials and manpower.
- Prepared and managed 5 budgets within the Streets Department.
- Managed over 50 employees performing duties within the various Streets Department programs.
- Maintained safety onsite and upheld all safety protocols.
- Worked with various City Departments to accomplish all objectives and achieve best results by working as a team.
- Managed a comprehensive emergency management program to provide weather related functions for safe travel for motorists.
- In 2013, the Stormwater program was integrated into the Streets Department as per the Concession lease agreement with LCA. Established key internal functions and outlined scope of positions for the newly created program.
- Reviewed each departmental employee's work performance and advised on ways to improve overall progress.
- Interviewed job applicants, asking appropriate questions regarding background, expertise, and education.

EDUCATION**Lehigh Carbon Community College, Schnecksville, PA****No Degree, Criminal Justice**

Majored in Criminal Justice for a 1 1/2 years. At that time, my life objectives changed, and I chose a different path to start my career and elected to start my career with the City of Allentown as a Maintenance Worker 1 in the Streets Department.

Louis E Dieruff High School, Allentown, PA**High School Diploma, 06/1994**

CERTIFICATIONS

- Class A CDL license with tanker endorsement
- InsideOut Coaching Training
- Snow and Ice Control Operations
- Effective Leadership Development (LMI Training)
- PEMA Recovery from Disaster G270.4 13.2
- FEMA Training (Continuity of Operations Planning for Pandemic Influenza's IS-00520
- FEMA Training (Introduction to the Incident Command System) ICS-100
- FEMA Training ((Introduction to the Incident Command System) IS-700

LANGUAGES**Arabic**