

PUBLIC WORKS MANAGER

DEFINITION

To plan, organize and direct the activities of the Facilities or Fleet division within the Public Works Department; to coordinate division activities with other divisions or departments; and to provide highly responsible technical support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Public Works Director.

Exercises direct supervision over assigned supervisory, maintenance, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement division goals and objectives; establish performance standards and methods for the assigned division; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in operations and activities such as fleet or facilities maintenance.

Evaluate operations and activities of assigned division; implement improvements and modifications; prepare various reports on operations and activities.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Prepare assigned division budget preparation; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; develop and implement internal service fund (ISF).

Prioritize maintenance schedules for assigned division; manage work order program; review, update, and track staff accomplishments.

Oversee and participate in a variety of studies and analyses related to utilization, maintenance and/or replacement needs.

Participate in the Request for Proposal and Request for Quote process; prepare or review technical specifications; research, recommend and/or select consultants and contractors for various projects; negotiate contracts and review work plans, inspect and monitor contractor progress.

As assigned, develop, review and approve vehicle and equipment specifications; manage the procurement process to ensure vehicles meet the City's needs.

As assigned, review, develop or provide input on property leases; provide technical support as it relates to tenant improvements.

As assigned, review all space and alteration/improvement requests, make technical recommendations, and establish funding for the requests.

As assigned, oversee the budgeting, design, engineering and construction of tenant improvements of existing Facilities and new City facilities.

As assigned, coordinate and review construction and improvement plans for consistency with City standard specifications and details and long-term maintenance and life-cycle costs.

As assigned, implement facility, energy conservation measures as appropriate to include remodels and construction projects.

As assigned, evaluate vehicle and equipment needs of various City department users and assess related automotive market data; research and assess buy-versus-lease alternatives.

As assigned, develop, direct, maintain, and control purchasing, dispensing and inventory management activities related to parts and fuel inventory.

Build and maintain positive working relationships with co-workers, other City employees, regional partners, and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of equipment used in maintenance activities of the assigned division.

When assigned to Fleet, principles and practices of fleet management, vehicle maintenance, inventory control, including fuel inventory and dispensing operations, and charge back methods for cost recovery.

When assigned to Facilities, principles and practices of building and custodial maintenance, repair and operation of major types of building equipment including methods, materials, and tools used in the operations, maintenance, and repair of building support systems, buildings, and grounds.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Budgeting procedures and techniques.

Principles of purchasing and contracts.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Plan, organize, implement and direct assigned division operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk while studying or preparing reports; intermittently twist to reach equipment or materials; stand, walk, stoop, kneel, climb and bend while performing work in the field; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent federal, state, local and department policies and procedures.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion. Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Develop and implement maintenance plans and schedules.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Five years of increasingly responsible experience in the maintenance and operations of the assigned division, including two years of supervisory responsibility.

Training:

A Bachelor's degree from an accredited college or university preferably with major course work in business administration, public administration, civil engineering, construction technology, architecture or a related field.

License or Certificate

Possession of a valid California driver's license.

When assigned to Facilities:

Possession of a Certified Facility Manager Credential from the International Facility Management Association or equivalent is highly desirable.

04-09-22      Public Works Manager

Fleet Manager

05-12-07

02-02-06

Fleet Manager

Facilities Manager

10-31-15

Facilities Manager