

## CLASS SPECIFICATION

### PUBLIC WORKS DIVISION MANAGER GENERAL SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

#### **DEFINITION**

Under general direction, plan, organize and direct the Building Maintenance Section and the Fleet Management Section services and activities for the Public Works Department; to ensure work quality and adherence to established policies and procedures; and to perform other duties as assigned.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes, prioritizes, assigns, manages, and reviews the work of staff responsible for providing building maintenance and fleet services; reviews project progress and prepares status reports for the Public Works Director; develops recommendations for solutions to administrative issues; develops long range plans and programs; reviews, analyzes, develops and implements strategies regarding Federal, State, and local legislation; prepares extensive analytical studies, projects and staff reports; makes presentations to City Council, community groups and other governmental officials; participates in long range planning; assists with the preparation and administration of the departmental budget; conducts research projects; identifies and evaluates opportunities to improve efficiency; formulates recommendations and implementation plans for solutions to management and operational issues; determines the effectiveness of selected programs; provides effective management; participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; ensures compliance with contracts; establishes and maintains safety programs; monitors expenditures; performs related duties and responsibilities as required.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- Principles and practices of public administration and building maintenance;
- Modern and complex principles and practices of project management and coordination;
- Principles and practices of construction;
- Methods and techniques of contract negotiation and administration;
- Occupational safety hazards and safe work practices;
- Principles of municipal budget preparation and control;
- Principles and practices of management, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.

##### **Ability to:**

- Plan, prepare and implement long-range plans for General Services;

- Plan, organize, and manage professional and support staff;
- Prepare and organize work with a high degree of independence;
- Analyze City maintenance needs and recommend appropriate action;
- Administer and effectively manage projects and associated contracts;
- Read, interpret and analyze various specifications, drawings and plans;
- Ensure project compliance with established policies and procedures;
- Respond to requests and inquiries from the general public;
- Interpret and explain City policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training Qualifications**

**Experience:** Five years of progressively responsible experience with a minimum of three years at the supervisory level, in the public and/or private sector that demonstrates the ability to successfully perform the duties of a General Services Division Manager.

**Training:** A Bachelor's degree from an accredited college or university in Public Administration, Business Administration or a closely related field. A Master's degree is highly desirable.

**License or Certificate:** Possession of a valid California driver's license at the time of appointment. Must maintain a valid California driver's license as a condition of continued employment.

### **WORKING CONDITIONS**

**Environmental Conditions:** The primary working condition is an office environment.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading reports and contracts.