

CITY OF IRWINDALE

PUBLIC WORKS SERVICES MANAGER

*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.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Public Works Services Division including maintenance services and operations, Capital Improvement Program, environmental services, and public works contracts; coordinates assigned activities with other divisions, departments, and outside agencies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of 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.

1. Assumes management responsibility for assigned services and activities of the Public Works Services Division including maintenance services and operations, Capital Improvement Program, environmental services, and public works contracts.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Public Works Services Division; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
5. Resolves operational and administrative problems; identifies problem areas and issues; conducts research to find alternative solutions and implements recommendations.
6. Oversees and implements the Capital Improvement Program; oversees the preparation of plans, specifications, cost estimates and contract documents; oversees the administration of contracts; reviews and approves payments and billings for contract services.
7. Prepares, coordinates, and distributes requests for proposals for hiring outside consultants, vendors, and contractors.
8. Researches, negotiates, and monitors assigned contracts and agreements with outside suppliers, service providers, and others; ensures work is performed in compliance with contracts and agreements; negotiates contract extensions, amendments, and related changes.
9. Manages, implements, monitors, and evaluates the City's environmental programs/mandates including the National Pollutant Discharge Elimination System (NPDES) Programs for State Law compliance; the residential and commercial solid waste program; AB 939, AB 341, AB 1826 compliance; and recycling programs and projects, such as Used Oil Recycling, Household Hazardous and Electronic Waste, Beverage Container Recycling, and Construction and Demolition Diversion/Recycling; implements municipal storm water pollution prevention program; and develops and maintains a variety of reports related to environmental mandates; manages, implements, monitors, and evaluates division

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programs and special project assignments.

10. Conducts or participates in studies of new and existing programs and special projects; researches and analyzes organization structure, technical data, and fiscal impact to determine feasibility, resolve problems, and increase efficiency; coordinate work with outside agencies; develops recommendations; participates in program implementation and monitoring activities; serves as project manager for assigned projects.
11. Prepares administrative, operational, financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; coordinate with City staff, outside agencies, and associations to obtain information.
12. Assumes operational authority over projects, services or administrative operations; supervises and participates in developing, implementing, monitoring, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
13. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Plans, directs, coordinates, and reviews the work plan for department staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
15. Serves as the liaison for the assigned division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
16. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
17. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and public administration.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

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:

Operational characteristics, services, and activities of assigned program area.

Principles, practices, and procedures of program development and public administration.

Principles, structure, and organization of public sector agencies.

Principles and practices of project management.

Professional and/or technical knowledge of business/industry principles and practices for the area of responsibility.

Methods and techniques of used in the performance of duties and responsibilities specific to the area of assignment.

Principles and practices of budget preparation and administration.

Methods and techniques of data collection, research, and report preparation.

Methods and techniques of statistical and financial analysis.

Principles and applications of critical thinking and analysis.

Pertinent federal, state and local laws, codes and regulations.

Principles of supervision, training, and performance evaluation.

Modern office procedures, methods and equipment including computers and supporting applications.

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Ability to:

Oversee and participate in the management and administration of the Public Works Services Division.
Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of department goals, objectives, and procedures.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports, including agenda items.

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

Interpret, apply, and ensure departmental compliance with applicable federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting software applications.

Prepare complex bids and specifications.

Research, analyze, and evaluate new service delivery methods and techniques.

Communicate clearly and concisely, 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:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, public works administration or a related field.

Experience:

Five years of increasingly responsible experience in public administration, public works operations, or a related field including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

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 these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.