



Job Description

Title:	Public Services Manager		Created:	October 2016
Salary Level:	438		FLSA Status:	Exempt
Supervisor:	Director of Public Services	Supervises:	Applicable Staff	
Job Family:	None	Bargaining Unit:	Management/Confidential	

JOB SUMMARY:

This job class performs a varied range of management functions. Under the general direction of the Director of Public Services, the Public Services Manager has responsibility for planning, organizing, directing and managing programs in the Public Services Department (Planning, Building, Engineering, Code Enforcement and Public Works Divisions).

SUPERVISION RECEIVED/EXERCISED:

The Public Services Manager receives supervision from the Director of Public Services and provides direct supervision to professional and technical staff within an assigned functional area; assigns daily work and monitors work progress; evaluates work in progress and provides training and technical assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage Public Services projects including the planning, design, construction of buildings, parks, streets utilities and other facilities owned and operated by the City.
- Manages and directs the operational processes within each division of Public Services.
- Prioritize and direct the work of project assignments and be responsible for quality, schedule, and cost control.
- Supervise consultants retained to provide particular expertise for project studies, programming, development, design or management; participate in, or manage the selection, hiring, and development of contracts with consulting firms; negotiate contracts with outside consultants.
- Manages and supervises personnel including the day-to-day operations, coordinating projects and other activities, allocating personnel and reviewing work for completeness.
- Develop staff to include mentoring, hiring, transfers, promotions, annual reviews, counseling and disciplinary actions.
- Set work schedules and expedite workflow, issue instructions to personnel for assignment of duties, examine work for accuracy, neatness, and conformance to policies and procedures.
- Oversee and participate in the planning, coordinating, managing and documenting of capital improvement projects.
- Prepare project staff reports for City Council and advisory bodies.
- Responsible for managing projects, coordinating bid processes, serving on committees, managing financial functions related to projects, and performing administrative tasks, including monitoring and reporting on project status.
- Interact with City residents and the general public regarding department activities and services, show compassion and expeditiously address concerns and issues.
- Manage administrative records and financial documents, prepare project cost estimating, conduct special studies and assessments, prepare reports and bid specifications for professional services.
- Prepare and document fiscal year budget requests, prepare financial forms and reports, administer the adopted budget and oversee/approve expenditures for the department in consultation with the department director.
- Perform contract administration activities which include, but are not limited to, plan and specification preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, acceptance and bond release approval.
- Perform program management functions, exercise internal controls over day-to-day acquisitions for material and equipment associated with execution of programs and projects of responsibility.

Public Services Manager - Continued

- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- All other duties and assignments as directed by the Director of Public Services.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Prepare and administer department budget; negotiate and administer a variety of contracts.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Analyze and solve problems of a complex nature; analyze complex technical and administrative information and problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Develop and maintain positive relationships with community leaders, organizations, businesses, and staff.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures.
- Maintain knowledge of and adherence to city and departmental and state safety standards.
- Coordinate phases of major construction projects and prepare progress reports.
- Effectively coordinate with various departments and local, state, and federal agencies.
- Interpret and apply pertinent laws, rules, and regulations.

Knowledge of:

- Principles and practices of project management.
- Principles and practices of personnel management and supervision.
- Contract negotiation and administration; conflict resolution techniques.
- Working knowledge of budgeting as practiced in public agencies.
- Recent developments, current literature, and sources of information regarding applicable engineering area.
- Computer applications for engineering and construction management.
- Methods, materials, and techniques used in the construction of public works projects.

Education and/or Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Four years of increasingly responsible technical and professional experience in a public works or community development department.

Equivalent to an Associate's degree from a WASC accredited college or university with major course work in construction management or other relevant degree.

Certificates, Licenses, Registrations:

- Possession of, or to obtain, an appropriate valid California drivers' license within 6 months of hire.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

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While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, spreadsheet, and database and computer-aided design software; standard drafting tools, surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio.