

CITY OF EMERYVILLE/MESA

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Revised:

TITLE: PUBLIC WORKS OPERATIONS AND FACILITIES MANAGER – 1390

FLSA: EXEMPT

PUBLIC WORKS OPERATIONS AND FACILITIES MANAGER

DEFINITION

Under administrative direction, executes operational decision making in the direction and management of public works operations and facilities; plans, organizes, directs and manages the maintenance, repair and alteration of City-owned and leased building structures; manages the maintenance of City parks, landscaping, street lights, traffic signals, storm drains, sanitary sewer systems, and street sweeping; administers capital improvement projects for City facilities including responsibility for project budgets and managing consultant contracts; supervises subordinate maintenance division supervisors and staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Public Works Director and exercises general direction over the Public Works maintenance division staff.

CLASS CHARACTERISTICS

This is a management level classification with responsibility for the administration of complex projects. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures of the Public Works Maintenance Division. This classification is distinguished from the Public Works Director, which is responsible for policy oversight of the Public Works Department.

DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The duties outlined below are illustrative of the type of duties and/or work assigned, which include lower level tasks necessary in delivering responsive customer service.

- Plans, organizes, coordinates, administers and manages the facilities, landscaping, drainage, and street maintenance activity of the Public Works Department.
- Manages the construction of multiple capital improvements to existing and new city facilities.
- Prepares and maintains written records and correspondence; integrates new program activities into preventive maintenance schedules.
- Oversees and manages multiple programs related to the preservation of City investment in buildings and structures, including building maintenance and custodial services.
- Coordinates with the outside facilities maintenance contractors to prioritize, schedule and monitor work orders and other preventive maintenance activities to provide optimum maintenance service within the prescribed budget.

- Plans and monitors a comprehensive computerized maintenance management system (CMMS) for multi-year building maintenance, building component replacement programs, and for all Public Works Maintenance Division activities, and prepares reports for said maintenance management system.
- Develops and administers policies, resources, and customer relations to resolve building user complaints regarding lighting, temperature, noise, cleanliness, insect and rodent intrusion, air quality, alarm, and security systems.
- Manages multiple outside consulting architects preparing plans and specifications for capital improvements to existing and new city facilities.
- Manages facilities maintenance and construction activities, including planning, estimation, scheduling, inspection and monitoring work being performed.
- Manages the selection, supervision, work evaluation, and disciplinary action of staff and provides for their training and development.
- Responds to citizen and user department complaints or inquiries.
- Prepares written reports; makes presentations to the City Council, City Manager, boards and community organizations.
- Prepares and manages the operating budget for operations and facilities maintenance including submitting budgetary recommendations, anticipating future budgetary needs and assists in developing the budget for the five year Capital Improvement Program updates.
- Manages outside landscape maintenance, street sweeping, streetlight and traffic signal maintenance contractors.
- Prepares requests for proposals for the selection of consulting architects, construction managers, outside facility maintenance, infrastructure repairs, and janitorial contractors.
- Inspects buildings for safety hazards and maintenance needs, and considers findings in the development of work plans.
- Develops and implements management systems, procedures and standards for program evaluation.
- Interprets and applies City personnel rules and labor agreement provisions.
- Prepares performance evaluations for assigned staff.
- Manages the Operations functions of the Construction and Engineering Branch of the Incident Command System (ICS) during public emergencies.

QUALIFICATIONS

Knowledge of:

- Contemporary management and organization principles and practices
- Budgetary methods, procedures and techniques.
- Building, grounds and facilities repair, renovation and construction techniques.
- Maintenance of streets, sewers, stormdrains, landscaping, street lighting, and related public infrastructure.
- Effective written and verbal communication principles.
- Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline
- Computer and software applications, including GIS-based maintenance management software.
- Financial management and resource allocation.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service
- Safety regulations, safe work practices and safety equipment related to the work
- Effective techniques and methods to promote mentoring and teamwork;
- Current materials, methods, tools and equipment used in the building trades, including carpentry, electrical, painting, plumbing and HVAC.
- ADA, Cal/OSHA and other applicable Federal, State and local laws, rules and regulations related to facility management and ADA compliance.
- Storm water regulations and their impacts on the maintenance of streets and storm drain facilities
- Regulations impacting the operations of sanitary sewer collection systems, requirements for dealing with sanitary sewer overflows, and development and maintenance of sewer system management plans (SSMP's)
- Bay Friendly Landscaping practices

Ability to

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Supervise, train, evaluate, and mentor staff.
- Organize, manage and implement comprehensive facility, parks, streets and sewers maintenance program.
- Read and interpret architectural drawings and specifications for new or renovated facilities.
- Communicate clearly and concisely, both orally and in writing.
- Analyze property management and maintenance problems, evaluate alternative solutions and recommend or adapt effective courses of action; exercise sound independent judgment within general policy guidelines.
- Apply and analyze applicable Federal, State and local laws, rules and regulations, including ADA and Cal/OSHA requirements.
- Operate modern office equipment and computers to prepare reports, spreadsheets, and databases using general purpose software as well as other specialized software applications and programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Plan, develop, organize, and administer a comprehensive multi-year computerized building maintenance program including preventive maintenance
- Make presentations to the City Council, the City Manager, and community groups;
- Work effectively within the policies established by the City Council, City Manager and Public Works Director.
- Prepare and administer a budget.
- Establish and maintain positive and effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE GUIDELINES

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

Bachelor's degree from accredited college or university with major course work in engineering, construction management, business administration, public administration or closely related field.

Five years experience in building maintenance, facility management, construction management, public works maintenance, or related activity, including at least two years at a supervisory level.

Licenses and Certifications: Possession of, or ability to obtain, a valid Class C California Driver's License by time of appointment. A satisfactory driving record is a condition of initial and continued employment.

SPECIAL REQUIREMENTS

Must be able to attend evening meetings and make site visits, as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer and other office equipment; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours, including evening and weekend hours. Must be able to drive to various sites and conduct field inspections, which may require walking on a variety of surfaces and varying terrain.