



# CITY OF CHINO

## Public Works Services Manager

### **Definition:**

Under limited direction, plans, organizes, and directs the City's maintenance services which include repair and maintenance of street, sewer, storm drain, water and wastewater systems, park maintenance, facility maintenance, fleet maintenance, and rights-of-way; and performs related work as assigned.

### **Class Characteristics:**

The Public Works Services Manager is accountable for the operations of the Public Works Services Division.

### **Essential Functions:**

- Direct through subordinate supervisors, the maintenance and repair of streets, rights-of-way, street lighting, parks, sewer, storm drain, water, City owned and leased buildings, and fleet systems.
- Evaluate work methods and operations; plan and schedule divisional activity; prepare estimates and monitor construction, maintenance, and operating costs; evaluate divisional policies, procedures, and services to determine effectiveness; recommend and implement changes to increase effectiveness to meet division objectives.
- Attend and participate in City Council meetings and represent the City in all significant public relations matters related to Public Works maintenance functions.
- Evaluate service and equipment needs with available service vendors/ products; write or review bid specifications; monitor contractor/equipment performance; and inspect work in progress to ensure compliance with City specifications.
- Develop long range and short term public works maintenance objectives; prepare financial analysis and service objectives reports; develop plans to meet future service needs; prepare Division budget and control expenditures of allocated funds.
- Receive and investigate citizen complaints and requests; determine and ensure appropriate disposition; monitor work completed in response to concerns forwarded by Director of Public Works; investigate and report on matters related to claims made against the City.
- Select division employees; plan, organize, and assign work; develop and establish work methods and standards; direct staff training and development; review and evaluate employee performance; recommend disciplinary action.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).
- Bachelor's degree in construction, engineering, or a related field.
- Master's degree in a related field (desirable).

### **Experience:**

- Three years of increasingly responsible relevant work experience, including
- Three years of supervisory experience.

### **Thorough knowledge of:**

- Principles, practices, and techniques of public works administration, sewer, storm drain, street, equipment maintenance, building maintenance, and parks and grounds.
- Principles and techniques of supervision and training.
- Methods, techniques, and practices employed in public works design and construction, including methods, procedures, and materials.
- Cost accounting.
- Budgetary, work planning, and time/material cost estimation techniques.

### **Considerable knowledge of:**

- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

### **Ability to:**

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare and present complex reports on a variety of subjects.
- Select, train, supervise, and evaluate employees.
- Plan, direct, and coordinate public works maintenance programs and manage a division.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.

## Public Works Services Manager

- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

### Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Be available for 24-hour emergency call outs.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### Physical Profile:

Category I; 7, 12.

Link to description [here](#)

### Employee Unit:

Unrepresented Management

Revised: 09/13/17

Replacing Public Works Service Manager classification specification dated 10/06/09.