

PUBLIC WORKS MANAGER

\$8,715 - \$10,594/mo. + Excellent Benefits

Currently recruiting for two (2) vacancies!

Closing Deadline: Thursday, April 2, 2020 at 5:00 p.m.

SUPPORT SERVICES DIVISION: 1 Vacancy

(Facilities Maintenance, Fleet and Environmental Control Work Group)

OPERATIONS DIVISION: 1 Vacancy

(Streets, Storm Drains and Wastewater Collections Systems Maintenance Work Group)

The current monthly salary is supplemented by a generous benefits package, including, but not limited to:

- **Health Insurance:** Up to \$1,832/month towards the purchase of medical, dental, vision, group life, and short and long-term disability insurance.
- **Holidays:** 11 City-observed holidays, and an additional 3 Floating Holidays
- **Administrative Leave:** 60 hours/year
- **Personal Leave Accrual:** 224 - 312 hours/year (*depends on years of service*)
- **Retirement:** Enrollment in the California Public Employees' Retirement System (CalPERS)
 - **2.0% @ 55** formula for Classic CalPERS members, employee contribution 7%
 - **2.0% @ 62** formula for New CalPERS members, employee contribution 6.25%*Retirement formulas and/or member contributions subject to change.*

EXPERIENCE

Five (5) years of progressively responsible experience in administration and supervision. Must also have a working knowledge of personnel management, contract management, and budget and financial management. ***Prior municipal government experience preferred.***

EDUCATION

High School Diploma or GED, supplemented by college level coursework in Public Works Management or a closely related field. A Bachelor's Degree is preferred.

LICENSES/CERTIFICATIONS

Possession of, and continuously throughout employment, a valid California Class "C" Driver's License. Possession of specialized certifications may be required dependent upon areas of responsibility.

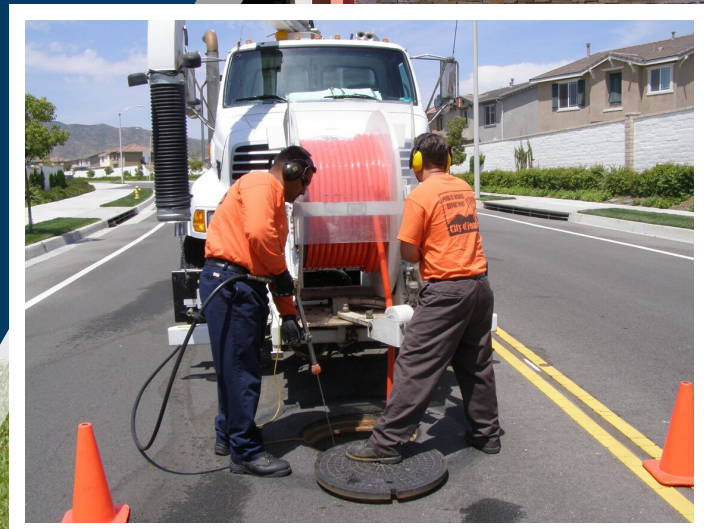
TO APPLY ONLINE:

www.Fontana.org/jobs

FOR MORE INFORMATION:

(909) 350-7650

humanresources@fontana.org





CITY OF FONTANA

PUBLIC WORKS MANAGER

\$8,715 - \$10,594/mo. + benefits

**Current vacancy is in the Support Services Division,
which includes the Facilities Maintenance, Fleet, & Environmental work groups**

This recruitment will establish an eligibility list that may also be used in various divisions throughout the Department



The Public Works Manager is a multi-discipline position and may have responsibility for administering all staff and contract maintenance functions within the various Public Works Divisions. This position also coordinates all assigned activities with other City Departments and provides highly complex staff assistance to the Public Works Director. This position exercises direct supervision over professional, technical, and clerical personnel.

POSITION SNAPSHOT: This Division provides planning, coordination and implementation of various programs within the Public Works Department including Fleet Maintenance, Facilities (City buildings) Maintenance, and the Environmental Control Work Groups.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Manage and direct all operations within assigned areas of responsibility for the fleet, facilities, and environmental, programs.
- Develop, prepare, administer, review, and monitor the annual operating and capital improvement budgets for all assigned programs; develop and coordinate policies and procedures for the budget process.
- Develop, implement and track goals and objectives for assigned programs based on demand for services and available resources.
- Direct, coordinate, evaluate and modify the work plan for all assigned programs; meet with internal and external customers and staff to identify and resolve issues, inquiries, and complaints; assign work activities and projects; monitor work flow.
- Oversee assigned Requests for Proposal (RFP) and bid processes; coordinate the development and monitoring of Division purchasing activities, including vendor negotiations, suppliers, and other agencies of department materials and equipment.
- Manage vendor and contractor agreements; direct contractor activities; oversee contract compliance; implement corrective action.
- Establish productivity standards and guidelines for measuring the performance within assigned areas of responsibility.
- Establish long-range goals, objectives, regulations, and procedures.
- Supervise, evaluate, and train personnel; work to correct performance deficiencies; implement disciplinary procedures.
- Confer with internal and external customers on issues relating to public works, volunteer programs, and compliance.
- Monitor, evaluate, and analyze the efficiency of service delivery methods and procedures and recommend improvements.
- Prepare special reports, analyses, and presentations for City Council, City Manager, Director, Commissions, and advisory boards.
- Interpret and apply applicable Federal, State, and local laws, codes, regulations, policies, and procedures relative to assigned areas.
- Coordinate operational activities while accomplishing maintenance work on City infrastructure, vehicles, and equipment.
- Perform a variety of public relations and outreach activities related to assigned programs.
- Prepare and implement safety-training programs to ensure that proper safety standards and procedures are followed.
- Recommend and implement modifications to departmental policies and procedures as appropriate.
- Establish and maintain cooperative working relationships; communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone service. The position may also require lifting of 25 pounds or more. Additionally, the incumbent may be exposed to all weather conditions including wet, hot and cold. The nature of the work requires the incumbent to drive motorized vehicles, work in heavy traffic conditions and often work with constant interruptions. **EXPERIENCE AND**

TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of modern and complex principles and practices of Public Works development and administration; methods and procedures for implementing and evaluating providers of contracted services; organizational and management practices applied to the analysis and evaluation of programs, policies and operational needs; principles and practices of personnel management; principles and practices of design, construction and maintenance of Public Works Programs. **EXPERIENCE:** Five (5) years of progressively responsible experience in administration and supervision. Must also have a working knowledge of personnel management, contract management, and budget and financial management. **Prior municipal government experience preferred.** **EDUCATION:** High School Diploma or GED, supplemented by college level coursework in Public Works Management or a closely related field. A Bachelor's Degree is preferred. **LICENSES/CERTIFICATIONS:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License. Possession of specialized certifications may be required dependent upon areas of responsibility.

APPLY: Applications are available online at www.Fontana.org/Jobs or in person at the Human Resources Office. Emailed, facsimiled and printed employment applications will not be accepted. Resumes will not be accepted in lieu of an online employment application. Please notify the Human Resources Department in advance if you require special accommodations to complete the application process. All applicants will be notified of the selection process via e-mail.

CLOSING DATE: Thursday, April 2, 2020 at 5:00 p.m.

03/05/2020