



## CITY OF CHINO

### Assistant Public Works Services Manager

#### **Definition:**

Under general direction, assists the Public Works Services Manager in planning, organizing, and directing the City's maintenance services, including supervision of City and contract crews responsible for the repair and maintenance of streets, sewers, street lighting, right-of-ways, storm drains, wastewater systems, street striping, traffic signals, and concrete repairs, May also organize and direct the maintenance and contract services for the mowing and maintenance of parks, medians, and parkways; trimming and pruning of trees and shrubs; repair of sprinkler systems; removal and replanting of trees, shrubs, and hedges; and application of insecticides and pesticides in compliance with state and federal regulations. May also assist in directing, through subordinates, facility maintenance, custodial services, and fleet vehicles/equipment.

#### **Class Characteristics:**

The Assistant Public Works Services Manager is accountable for one or more areas of operation that fall within the Public Works Services Division, and he/she will serve as Acting Public Works Services Manager as required.

#### **Essential Functions:**

- Assist in evaluating equipment needs, work methods, and operations of the Public Works Services Division.
- May prepare estimates and monitor construction, maintenance, and operating costs; evaluate policies, procedures, and services to determine effectiveness; and make recommendations to increase staff's efficiency in meeting workload demands and responding to customer service needs.
- Monitor contracts for public works projects and maintenance; prepare bid specifications for contract services and the purchase of equipment, materials, and other supplies; and, evaluate construction plans.
- Work with vendors to gather information and assess products; write bid specifications; monitor contract/equipment performance; and inspect work in progress to ensure compliance with City specifications.
- Assist in the preparation of the Division budget and monitor expenditures from allocated funds.
- Receive and respond to citizen questions and concerns; ensure appropriate follow-up action is taken in a timely manner; monitor special work assignments performed in response to concerns forwarded by the Director of Public Works and/or the Public Works Services Manager; and, investigate, or direct the investigation of, and report, verbally and in writing, on matters related to claims made, or lawsuits brought, against the City.
- Supervise crews; interview and recommend hiring of staff; plan, organize, and assign work; develop and establish work methods and monitor the work of staff to ensure it meets established standards; conduct informal staff training and

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counsel employees; prepare employee job performance evaluations; and, recommend disciplinary action as needed.

- Interpret and work from sketches, plans, and blueprints; as well as prepare plans for projects.
- 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 (desirable).

### **Experience:**

- Journey level experience in construction, maintenance, public works maintenance, or a related field, and
- Five years of responsible relevant experience, including
- Five years at a supervisory level overseeing maintenance staff.

### **Knowledge of:**

- Practices common to public works administration, including working with vendors and contractors.
- Budgetary, work planning, and time/material cost estimation techniques.
- Principles, practices, and techniques of supervision, training, evaluation, and discipline.
- Methods materials and equipment used in street maintenance, right-of-ways, median maintenance, sewer, streetlights, storm drains, and related areas.
- Data collection and analysis techniques.

### **Ability to:**

- Provide oversight of various public works projects, schedule work, set priorities, and monitor work progress.
- Research, prepare, and present reports on a variety of subjects.
- Select, train, supervise, and evaluate employees.

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- Direct public works maintenance programs and manage and/or oversee special projects.
- Communicate clearly and concisely, both verbally and in writing.
- Make decisions using sound judgment.
- Operate program activities within allocated amounts.
- Maintain positive relationships with the community at-large, the City Council, and other City employees.
- Respond to emergency and problem situations effectively and expediently.
- Understand, support, explain, and apply policies and procedures.
- Handle challenging situations to the point of resolution.
- Develop long range 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.
- Develop new and innovative policies impacting Division operations/procedures.
- Demonstrate sound management practices.
- Handle confidential matters with discretion.

### **Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Be available for 24-hour/7 days a week emergency callouts.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### **Physical Profile:**

Category II – Moderate Physical Effort: This position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

Must have the ability to lift up to 50 lbs., sit with little movement for long periods of time (usually two or more hours per day), have distant vision acceptable for driving (not less than 20/40 in each eye without correction or must correct to 20/40 and wear corrective lenses whenever driving), and have the ability to work outdoors in all types of weather conditions.

### **Employee Unit:**

Unrepresented Management

Revised: 09/10/19

Replacing Assistant Public Works Services Manager specification dated 01/08/18.