

CITY OF FONTANA PUBLIC WORKS MANAGER

DEFINITION: The Public Works Manager is a multi-discipline position and may have responsibility for administering all staff and contract maintenance functions within the City's Operations, Parks & Landscape, Support Services, and Administration 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.

EXAMPLES OF DUTIES: This position has responsibility for planning, directing, staffing, controlling, and organizing the functions within assigned division; and the preparation, monitoring, and control of the divisions' budgets. This position also participates in the development and implementation of Public Works policies and procedures and may be assigned emergency service responsibilities for the Public Works Department.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Manage and direct all operations within assigned areas of responsibility for the fleet, facilities, graffiti, environmental, utilities, parks, landscape, streets, and administrative 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 the assigned programs based on the 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; 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 negotiation with vendors, suppliers, and other agencies of necessary department materials and equipment.
- Manage numerous vendor and contractor agreements; direct contractor activities; supervise inspections for contract compliance; implement corrective action where required.
- Research, recommend, coordinate, and manage advancements in technology, including electronic data collection and the department's computerized maintenance management system; oversee staff training and proper record-keeping as it relates to technological advancements.
- 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 assigned personnel; work with employees to correct performance deficiencies; implement appropriate disciplinary procedures.
- Confer with engineers, developers, architects, other agencies, and the general public on issues relating to public works, volunteer programs, and compliance issues.

- Monitor, evaluate, and analyze the efficiency and effectiveness of service delivery methods and procedures and make recommendations for improvements.
- Prepare special reports, analyses, and presentations for City Council, City Manager, Director, Commissions, and advisory boards.
- Respond to and provide issue resolution for difficult and sensitive citizen inquiries and complaints.
- Interpret and apply applicable Federal, State, and local laws, regulations, policies, and procedures.
- Coordinate operational and organizational activities while accomplishing repair and 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 staff utilizes safety equipment and tools, and 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 with internal and external customers.
- 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 is qualifying. The employee must have knowledge of:

- Modern and complex principles and practices of Public Works development and administration.
- Federal, State and local laws, codes and regulations relative to assigned areas of responsibility.
- 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 budget preparation and administration.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of design, construction and maintenance of Public Works Programs.

A typical way to obtain the knowledge and abilities would be:

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.

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.

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.