



## CITY OF ALBANY PUBLIC WORKS MANAGER

Under administrative direction, plans, organizes, manages, and oversees the public works maintenance activities and operations of the City including streets, parks, open space, public buildings, sanitary sewers, and storm drains; supervises and evaluates the work of both City maintenance employees and outside contractors; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Public Works Director/City Engineer; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Public Works Director. Exercises direct or indirect supervision over management, professional, technical, operational, maintenance, contract professionals, technical consultants, and office support staff.

### **Class Characteristics**

The Public Works Manager is responsible for the successful completion of assigned projects within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives. This class provides true leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations. Incumbents require a high level of initiative, sound judgment, excellent communication, and strong management skills.

### **Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*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.*

- Assumes management responsibility for public works maintenance services and activities including streets, parks, open space, public buildings, sanitary sewers, and storm drains.
- Participates in developing, planning, organizing, coordinating and implementing the goals, objectives, policies, procedures, and priorities for each service area.
- Manages maintenance activities and programs; reviews and evaluates work methods and procedures; assesses and monitors workloads, schedules, and support systems; assigns projects and programmatic areas of responsibility; directs and implements changes, as necessary; performs a variety of field maintenance tasks, including the more technical and complex tasks
- Selects, trains, supervises, motivates, and evaluates assigned personnel; monitors work activities to ensure compliance with established policies and procedures; sets performance standards and evaluates performance; works with employees to correct deficiencies and implements corrective actions or discipline, as necessary; coordinates and manages contractors in providing contract services.
- Provides and coordinates staff training on facilities and maintenance activities, skills, techniques, and procedures; ensures that safety training is provided to staff and that proper safety practices are followed.
- Participates in the development and administration of the department budget, the facility maintenance budget, and the City's Capital Improvement Program; approves the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and tracks expenditures; reviews invoices and approves them for payment; implements budgetary adjustments as appropriate and necessary.
- Monitors, inspects, and oversees maintenance activities for all City facilities and properties;

develops and organizes preventative maintenance and safety inspection programs for facilities and equipment.

- Oversees the City's asset management programs including GIS, work orders, and specialty programs such as forestry and sewers.
- Responds to inquiries and complaints from the public or City officials; answers questions, provides information, and shares technical expertise; investigates and takes appropriate action concerning problems affecting residents, property owners, business owners, contractors, and City operations; investigates and responds to formal claims.
- Interacts professionally with the public, vendors, and City staff; maintains effective working relationships and works in cooperation with Management Team members to effectively meet departmental objectives.
- Monitors and controls supplies and equipment; prepares documents for equipment procurement; prepares contracts and specifications for contract services.
- Provides staff assistance to the Public Works Director, as necessary.
- Keeps current on Federal, State, regional, and local laws and regulations affecting public works matters, and initiate action required to bring the City into, and maintain compliance with, regulatory policies and procedures.
- Responds to emergencies; coordinates activities with other responders; directs the work of staff and utilization of resources to effect repair and ensure the safety of the community.
- Coordinates public works facilities and maintenance activities with other departments, outside agencies, and organizations; handles scheduling and resolve problems; coordinates and inspects work performed by contractors.
- Represents the Public Works Department to other departments, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends meetings and makes presentations to the City Council, commissions, boards, committees, and other public agencies; prepares and presents staff reports and other necessary correspondence; serves as staff liaison to various local commissions and boards, as necessary.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works; incorporates new developments as appropriate into programs.
- Coordinates various programs and activities of the Public Works Department, including volunteer "clean up" programs, recycling, creek restoration, institution of bicycle paths and routes, traffic calming, community beautification, and similar activities.
- Prepares a variety of letters and formal correspondence, reports, records, requests for proposals, contracts, and contract bids; prepares various grant applications for needed or desired projects, equipment, and materials; gathers and disseminates important information for department staff.
- Participates in the management of Public Works information technology development, selection, implementation, training, and technical support for computerized systems software including maintenance management, engineering design, facilities systems management, pavement management, and fleet management.
- Works closely with the Senior Engineer and Project Manager to assist and support their efforts in the areas of engineering services, coordination of capital improvement projects, managing other projects, administering programs, reviewing plans, providing technical support, participating in meetings, and maintaining files.
- Develops and follows policies and practices pursuant to City policy to minimize the use of scarce natural resources, minimize toxic materials, promote healthy behaviors and activities, and minimize carbon emissions.
- Performs related duties as assigned.

**Knowledge of:**

- Principles and practices of program organization, development, and administration.
- Operational characteristics, services, and activities of public works maintenance programs including streets, parks, open space, public buildings, sanitary sewers, and storm drains.
- Principles and practices of facilities and infrastructure.
- Materials, methods, terminology, equipment, and tools used in the maintenance, repair, and construction of building structures and systems, including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Construction and project management principles.
- Methods, materials, and techniques employed in public works construction and construction program development.
- Principles of personnel management, supervision, training, performance evaluation, and safety management.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of contract negotiation.
- Pertinent Federal, State, regional, and local laws, ordinances, codes, rules, and regulations.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles and practices of business letter writing and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Organize, implement, manage, and direct facilities and public works maintenance operations and activities.
- Develop systems and policies related to operations and activities.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Select, supervise, train, and evaluate assigned staff.
- Plan, organize, direct, and coordinate the work of staff.
- Delegate authority and responsibility.
- Perform some of the more technical and complex maintenance duties including operating related equipment.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Demonstrate tact and diplomacy with the public.
- Prepare and administer large and complex budgets.
- Develop cost estimates for supplies and equipment.
- Interpret and apply applicable Federal, State, regional, and local laws, ordinances, codes, rules, and regulations.
- Negotiate and administer contracts for services.
- Develop appropriate grant applications for Federal, State, and other programs providing funding for capital project maintenance and construction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, programs, and techniques.
- Prepare clear and concise administrative reports.
- Assimilate information, process logically, and make sound decisions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating necessary equipment.

- Maintain physical and mental capacities appropriate to the performance of required duties and responsibilities.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

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

Equivalent to the completion of the twelfth grade, or completion of a trade school program or applicable course work at a college or university, and five years of increasingly responsible public works maintenance experience, including two years in a management capacity.

### **Licenses and Certifications**

Valid California Driver's License.

### **Physical Demands**

Must possess mobility to work in a standard office setting, to operate a motor vehicle, and to inspect various development sites and public works facilities; sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; vision to read printed materials and a computer screen, and to make inspections as noted above; hearing and speech to communicate in person, before groups, and over the telephone and radio; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders and staircases; to lift, carry, push, and/or pull objects up to 50 pounds; occasionally perform heavy physical work; to operate assigned equipment, hand and power tools, and vehicles; and to verbally communicate to exchange information.

### **Environmental Elements**

Employees work in an office and field environment, including inclement weather and darkness, exposure to traffic, and potentially hazardous conditions. Employees may travel to sites out of the City.

### **Special Requirements**

Employees must be able to attend off-hour meetings and be available to respond to major emergencies 24/7 with notification by a mobile communications device.