Position Number: 4700 Bargaining Unit: MM FLSA: Exempt

PUBLIC WORKS MANAGER - INTERNAL SERVICES

DEFINITION

Under general direction of the Director of Public Works Operations, plans, organizes, directs, and coordinates the activities of the Internal Services Division of the Public Works Operations Department. Develops and implements general policy directives for planned equipment maintenance and acquisition for the Fleet Division, as well as maintenance and repair programs for the Facilities Division.

DISTINGUISHING CHARACTERISTICS

This position serves as the Division Manager to the Fleet Maintenance Lead Worker, Mechanics, Equipment Service Workers, Facilities Supervisor, Custodians and Building Maintenance Workers. Work in this class is distinguished from that of the Fleet Lead Worker and Facilities Supervisor by the greater complexity of the assignments, skill level required for the work, and the direction provided to Fleet and Facilities personnel, which includes training, scheduling, assigning and reviewing work.

REPORTS TO

Director of Public Works Operations

CLASSIFICATIONS SUPERVISED

Fleet Maintenance Lead Worker, Facilities Supervisor, Mechanics, Equipment Service Workers and staff assigned to the Facilities and Fleet Divisions of the Public Works Operations Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Organizes, plans, directs, and coordinates the maintenance and repair of vehicles, other mechanical equipment, as well as the maintenance and repair of city facilities; plans and directs personnel in the development and improvement of vehicle, equipment, building, and facility maintenance and repair activities; assesses the program needs in conjunction with each department for vehicle and equipment acquisition, maintenance, and repair; assesses the organization's needs for building and facility maintenance and repair; recommends adjustments to, and expansion of, operations, maintenance and service programs to the Director; selects, evaluates, disciplines, and supervises subordinate personnel; develops and administers safety training programs specific to areas of responsibility; provides written reports on, and analysis of, Internal Services Division activities, projects, and assignments as required by the Director; prepares and administers Internal Services annual budget. Prepares the annual vehicle replacement budget; prepares bids for equipment specifications and other contract services; prepares the annual city-wide vehicle and equipment operation and maintenance budget; building and maintaining positive working relationships with co-workers,

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

other City employees and the public using principles of good customer service; and performing related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environment, and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and frequent contact with the public.

DESIRABLE QUALIFICATIONS

Must have problem-solving and communication skills; must maintain effective and efficient output of all duties and responsibilities as described above; must be dependable by attending work regularly and adhering to City policies and procedures; must accept accountability for meeting assigned responsibilities in the area in which assigned; must accept supervisory instruction and direction and strive to meet the goals and objectives of the same.

Knowledge of:

- The materials, equipment, methods, and practices essential to vehicle, equipment, building, and facility maintenance.
- Laws, regulations, codes, and standards pertaining to vehicle and equipment operation, maintenance, and repair;
- Laws, regulations, codes, and standards pertaining to building and facility maintenance and repair.
- Safety regulations related to vehicle and equipment maintenance and repair, and to building and facility maintenance and repair.
- Knowledge of management and supervisory principles and techniques.

Ability to:

- Communicate effectively, both orally and in writing.
- Prepare concise, well-documented, logically presented reports and budgets.
- Establish cooperative working relationships with employees, departments, city officials, regulatory agencies, and the general public.
- · Be assertive and set clear limits and boundaries.
- Work as a member of a team.
- Maintain expected standards of accuracy in exercising duties and responsibilities.

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DESIRABLE QUALIFICATIONS (CONTINUED) Ability to (Continued)

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- · Compute rate, ratio, and percent.
- · To draw and interpret graphs and charts.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the required knowledge and abilities would be:

- Graduation from an accredited college with a B.A. degree in Business Administration, Public Administration or related field and three (3) years of progressively responsible experience in facilities maintenance or fleet maintenance with two (2) of those years in a supervisory capacity, or
- Graduation from an accredited college with an AA degree in Business Administration,
 Public Administration or related field and five (5) years of progressively responsible
 experience in facilities maintenance or fleet maintenance with two (2) of those years in a
 supervisory capacity.

Special Requirements:

Possession of a current, valid California Driver's License, issued by the Department Of Motor Vehicles.

Desirable qualifications would be possession of eight (8) ASE certificates and a Class B driver's license (without restriction 48).

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by City management.

APPROVED ______ Chairperson, Personnel Board DATE 7/14/2008

JobDescription-Public Works Manager - Internal Services