

# City of Watsonville

## Job Description



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<b>JOB TITLE:</b>	Municipal Services Operations Manager	<b>DATE APPROVED:</b> August 2012
<b>DEPARTMENT:</b>	Public Works and Utilities	
<b>REPORTS TO:</b>	Assistant Director of Public Works and Utilities	
<b>SUPERVISION:</b>	Vehicle Services Manager, Facilities and Maintenance Supervisor	
<b>EMPLOYEE UNIT:</b>	Mid-Management	
<b>FLSA:</b>	Exempt	

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**JOB SUMMARY:** To plan, organize, direct and coordinate operations including the Municipal Service Center; facilities repair and maintenance; city-wide fleet management; vehicle and equipment repair and maintenance; special construction and maintenance projects, flood and disaster response; and oversee construction and maintenance of streets, parking lots and the trail system.

**EXAMPLES OF ESSENTIAL DUTIES :** Duties may include, but are not limited to, the following:

- Coordinates the use of the Municipal Service Center by various City departments and crews, including maintenance, security and long-range planning for MSC
- Provides management and supervision of the vehicle repair division
- Plans, directs, supervises and evaluates the City's building maintenance operations including the work of custodial staff who clean, maintain, repair and remodel City buildings
- Evaluates relative value of in-house vs. contracted services; develops and administers contracts for materials and services
- Manages city-wide fleet including development and implementation of short, medium and long-range vehicle/equipment replacement plans in coordination with all City departments; analyzes citywide needs for vehicles, equipment; evaluates requests for equipment; recommends purchases
- Analyzes the City's vehicle and heavy equipment utilization, maintenance and repair records and recommends appropriate fleet size
- Researches and recommends cost-effective technologies that improve safety, environmental compliance and fuel efficiency
- Develops and implements vehicle and equipment replacement programs within budgetary limitations to meet the needs of each department as well as environmental goals, including the use of alternative fueled vehicles
- Prepares bid specifications for the purchase of vehicles, equipment, supplies and services
- Develops and implements preventative maintenance programs for City vehicles, equipment and buildings
- Oversees inventory of materials, supplies, parts and equipment
- Manages the disposal of equipment and vehicles when they are no longer of service
- Oversees City cell phone contracts
- Oversees construction projects including development of bid specifications, hiring of contractors, coordination with other City departments; and ensures proper execution of contracts
- Plans, coordinates and directs maintenance of City streets and parking lots
- Coordinates periodic assessment of condition of pavement on streets, parking lots and trails; maintains records in database
- Oversees annual street striping contract

- Oversees implementation of the Citywide Trails Master Plan including maintenance of existing trail infrastructure and construction of new trail segments
- Receives, investigates and responds to the more complex inquires and complaints from the public; resolves technical and operational problems
- Provides technical support to Director and Assistant Director on a wide variety of operational issues
- Participates in the development and implementation of goals, objectives, policies and priorities; develops and enforces departmental and City policies, procedures and work standards
- Assists in development of the annual budget for the Public Works/Utilities facilities, equipment, streets and fleet divisions implements and monitors the adopted budget; prepares period reports on budget matters
- Plans and coordinates work programs and projects; advises on and reviews work goals and work programs of assigned staff
- Selects, trains, disciplines and evaluates division supervisors
- Coordinates with the Engineering Division, other City departments, and other agencies
- Plans and prepares the Departmental response to floods and other emergencies and disasters
- Coordinates on-site the use of personnel and equipment in emergency or disaster situations
- Implements flood prevention measures, monitors flood conditions
- Plans and implements a variety of special projects
- Coordinates City forces with various civic organizations to conduct special events
- Maintains effective record keeping systems; prepares reports and correspondence
- Performs emergency call-back work as necessary
- Generates and reviews necessary reports and correspondence
- Encourages work practices which result in a high level of customer satisfaction
- Promotes and maintains safety training and certification programs
- Oversees City's graffiti removal program

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Materials, equipment, practices and procedures related to fleet management, vehicle and building maintenance, equipment maintenance and trail construction and maintenance including laws, regulations and standards applicable to the above functions
- Basic engineering principles related to public works fleet management, maintenance and construction
- Work safety programs
- Budget and expenditure control
- Principles and practices of management, including organization and management of work, effective supervisory practices and staff development

### **Ability to:**

- Plan, organize, supervise and coordinate the work of a large staff assigned to a variety of public works maintenance, fleet management and construction functions
- Oversee the establishment of employee training, safety and certification programs
- Provide comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements
- Effectively and tactfully communicate in both written and oral form to City staff, community groups, government organizations and the public
- Use a computer keyboard

- Establish and maintain effective work relationships with those contacted in the performance of required duties

**PHYSICAL REQUIREMENTS:** Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sit at a desk and in meetings for long periods of time on a continuous basis
- Intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- See adequately to read text, correspondence and fine print
- Use a copy machine, calculator, telephone and write or use a keyboard
- Work indoors using near vision for prolonged periods
- Use a telephone and write or use a keyboard to communicate through written means
- Occasionally lift and/or move up to 25 pounds
- Occasionally bend, stoop, reach, twist, and kneel
- Walk on uneven surfaces
- Hear adequately to converse on the telephone, radio, cellular phone, and in person
- Drive an automobile

#### **TRAINING AND EXPERIENCE**

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability is:

Five years of increasingly responsible experience in public works fleet management, facilities maintenance and construction activities; including at least two years in a supervisory or management capacity.

#### **LICENSES\CERTIFICATES:**

- Possession at the time of hire and continued maintenance of a valid Class C California Driver's license and safe driving record.