

ASSISTANT FIELD SERVICES MANAGER

DEFINITION

Under general direction assists the Deputy Public Works Director/Field Services Manager with the City's fields services operations; performs analytical studies, complex research and a variety of administrative projects; monitors regulatory compliance and reporting for fields services operations; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team. The employee is responsible for performing the full range of professional level administrative analyst work in this position and works under the direction of the Deputy Public Works Director/Field Services Manager.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Assists with the direction of maintenance and construction activities of the City's public works, which may include maintenance of street, sewer, storm drainage systems, water production and distribution, traffic signal systems, wastewater treatment plant, environmental laboratory, the collection and recycling of refuse, environmental laboratory, and the maintenance of City vehicles and equipment.
2. Assumes project management responsibilities; structures, assigns, schedules and participates in work tasks, monitors progress, reviews complete work; coordinates with others working on the same or related projects; oversees the work of others.
3. Evaluates divisional policies, procedures, and services to determine effectiveness; prepares comprehensive reports; recommends changes to increase effectiveness and productivity and to meet division objectives; monitors cost accounting system to ensure integrity of data.
4. Evaluates service and equipment needs with available service vendors/products; writes or reviews bid specifications; monitors contractor/equipment performances; inspects work in progress to ensure compliance of City specifications.
5. Develops long range and short term public works maintenance objectives; prepares financial analysis and service objectives reports; develops plans to meet future service needs; assists with the preparation of division budget and controls expenditures of allocated funds.
6. Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; monitors work completed in response to concerns forwarded by the Deputy Public Works Director/Field Services Manager, investigates and reports on matters related to claims made against the City; directs and monitors regulatory compliance and reporting for field service operations.

7. May participate in administrative studies in areas outside the scope of regular duties; may be assigned additional professional and/or managerial duties and responsibilities as necessary.
8. Represents and supports the policies and procedures established by the City Council, City Manager and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in business administration, public administration, finance, accounting, organization or related field and one year of administrative experience in municipal public works or similar operations or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles, practices, and techniques of public works administration, laboratory, sewer, street, water production/equipment maintenance, and refuse/wastewater disposal; cost accounting, work method evaluation and modification techniques; supervision and training principles and techniques; budgetary, work planning, and time/material cost estimation techniques.

Ability to:

Analyze problems, work processes and records systems in diverse maintenance activities and refuse disposal; provide assistance with the direction of public works activities; devise work production goals and evaluate work unit performance against such goals; prepare analytical reports; analyze unusual situations and resolve through application of City policy; develop comprehensive plans to satisfy future needs of department service; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Special Requirements:

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Video display terminal is used on a daily basis. Travel throughout the City may be required.