



City of Carson Report to Mayor and City Council

March 19, 2013
New Business Consent

SUBJECT: RESOLUTION NO. 13-022 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A JOB SPECIFICATION FOR A PUBLIC WORKS OPERATIONS MANAGER

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

This agenda item is the redefining and retitling of the former Public Works Superintendent position which was approved as part of the FY 2012/13 General Fund budget. Staff is requesting that the City Council approve this job specification, with it remaining at salary range no.166 and in the Association of Management Employees (AME) bargaining unit.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No.13-022, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO.77-111, BY ADOPTING A PUBLIC WORKS OPERATIONS MANAGER JOB SPECIFICATION."

III. ALTERNATIVES

TAKE other action that the City Council deems appropriate.

IV. BACKGROUND

In accordance with the City's Personnel Rules, job specifications must be adopted by the City Council in order to establish the essential job duties, knowledge, skills and abilities, and qualifications that are required for each position. The creation of this position was necessitated by the recent restructuring and reorganization of the Department of Public Works. This position will report to the Director of Public Works and manage the field operations of the Public Works Operations Division.

V. FISCAL IMPACT

None. This is a budgeted position and the salary remains the same as for the existing Public Works Superintendent classification.

VI. EXHIBITS

- 1. Resolution No. 13-022 (pgs. 3-4)
- 2. Job Specification- Public Works Operations Manager. (pgs. 5-6)

Prepared by: Duane K. Munson, Human Resources Officer

TO:Rev102511

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council	
Date _____	Action _____

RESOLUTION NO. 13-022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A PUBLIC WORKS OPERATIONS MANAGER JOB SPECIFICATION.”

WHEREAS, Director of Human Resources is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Department Directors, which becomes effective upon approval by the City Council.

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources consults with the affected Department Directors and affected recognized employee organizations.

WHEREAS, the Human Resources Officer, acting in lieu of the Director of Human Resources, has consulted with the affected parties concerning these classifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The job specification for Public Works Operations Manager (Salary Range 166 – \$7,626-\$9,731) assigned to the Association of Management Employees, is hereby adopted.

PASSED, APPROVED and ADOPTED this 19th day of March, 2013.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause, CMC

APPROVED AS TO FORM:

City Attorney

PUBLIC WORKS OPERATIONS MANAGER

Job Summary:

Under general direction of the Director of Public Works, to manage the operations of the Public Works Operations Division in the Public Works Department.

Essential Duties and Responsibilities

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, staffs, directs, and controls various divisional maintenance services involving services and repair of streets, sewer lines, storm drains, and related capital improvements, signals, lights, repair of parkway trees, and other landscaped and yard areas, buildings and related facilities/properties.
2. Directs the removal of debris from rights-of-way, street cleaning, and maintenance of pavement markings and motorized equipment.
3. Evaluates community maintenance needs and recommends programs or action plans to meet these needs.
4. Prepares Division budget and controls expenditures.
5. Coordinates inventory and supply procedures.
6. Recommends maintenance programs; establishes standards of performance and quality control of work/projects.
7. Analyzes productive output in order to disclose areas needing improvement and to forecast future requirements for personnel, supplies, services, and equipment.
8. Makes periodic inspections of work in progress and upon completion.
9. Assists in administration of service contracts associated with assigned areas of responsibility including, but not limited to, maintenance of traffic signals and safety lighting, street striping, bridge maintenance, landscape and building maintenance agreements.
10. Prepares reports and correspondence; maintains records on the status of operations.
11. Supervises, trains, and evaluates personnel; enforces rules and regulations.
12. Attends meetings and represents the Division.
13. Provides information to and consults with the public.
14. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan.
15. Reads and interprets plans, specs, drawings and blueprints.
16. Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or trade school or equivalent supplemented by courses in public works maintenance, horticulture and building maintenance. Seven (7) years of full-time paid increasingly responsible experience in the management of public works and landscape and building maintenance operations and including three (3) years of supervisory experience in related areas as indicated.

Knowledge of:

- Principles of supervision and training.
- Office practices and procedures.
- General record keeping practices.
- Budget preparation and control.
- Methods, materials, tools, and equipment used in the maintenance and improvement of public works projects including streets, sanitary sewers, and storm drains.



- Safety and safe work practices.
- Organization and management of a comprehensive maintenance program for public works, municipal parks, buildings, grounds and facilities.
- Maintenance needs of park buildings, grounds and all City public facilities/properties.
- Contract administration.
- Interpersonal skills using tact, patience and courtesy.
- Proper operation and care of maintenance equipment and machines.
- Requirements of maintaining streets in a safe, clean and orderly condition.
- City organization, operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of computer software and hardware.

Skill and/or Ability to:

- Efficiently and effectively manage the assigned subordinate divisions and sections.
- Estimate costs, and develop and implement a budget for the assigned area of responsibility.
- Maintain accurate records.
- Supervise and direct day-to-day activity of assigned personnel.
- Read and interpret engineering plans and specifications.
- Effectively communicate orally and in writing.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Coordinate and supervise Public Works and Landscape and Building Maintenance operations and activities in a city.
- Analyze all maintenance needs and recommend appropriate programs and services.
- Train, supervise and evaluate personnel; including hazardous material handling.
- Prioritize, schedule, assign, monitor and review work.
- Meet schedules and time lines.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Operate equipment and machines used in all maintenance operations and activities.
- Observe legal and defensive driving practices.
- Enforce and comply with all safety standards and requirements.
- Utilize computers and related software.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Required to be on call and/or standby.
- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.

