

**CITY OF SALINAS**

**OPERATIONS & DEVELOPMENT MANAGER**

**BARGAINING UNIT/CLASS CODE:**

**AMPS / C25**

**DEFINITION**

Under general direction, provide a wide range of staff and technical services for the Maintenance Services Department. This includes planning, directing, coordinating, and evaluation of processes and operations of all Department Divisions.

**DISTINGUISHING CHARACTERISTICS**

This is a single position classification responsible for staff support and technical assignments given by the Department Director.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Maintenance Services Director. Exercises general supervision over personnel in the Department on a temporary/assignment basis.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to, the following:

Plan, organize, assign, direct and review operations and activities of the Department. Participate in the development and implementation of goals, objectives, policies and priorities for the Maintenance Services Department; recommend and implement polices and procedures. Identify opportunities for maintaining and/or improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; assist with implementation of improvements. Develop and implement assessment, training and evaluation of Departmental personnel; including professional, technical and clerical subordinates. Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty. Advise in the selection, promotion, and discipline of Department employees as assigned. Assist in the preparation and implementation of the Department's budget. Assist in the review of private development plans for conformance with City requirements, State and Federal regulations and sound business practices. Prepare reports and studies requested by the Maintenance Services Director. Analyze Division activities; recommend and implement operational improvements. Serve as a technical advisor to the Director on division and organizational development matters. Develop comprehensive recommendations for implementation in the Department. Design and direct special projects and studies, including analyses, reports, drawings, models, and displays. Plan work schedules; determine equipment and materials needs; establish work procedures for divisions as needed. Confer with and advise administrative staff on problems related to the operations and development of the Divisions and the Department as a whole. Meet with the public in small and large groups to discuss City Maintenance Services policies, practices and problems. Assist in the determination of need for new equipment and facilities, major repair and rebuilding projects. Participate in the coordination of Maintenance Services activities with other City departments and with outside agencies. Assist in the development, administration and enforcement of departmental responsibilities in such matters as equal employment, safety and emergency preparedness. Prepare written and oral reports to staff, Commissions, and the City Council. Represent the City and the Department before the City Council, community, outside agencies, businesses and industry, and at professional meetings as required. Assist in the evaluation and recommendation of professional consultants and contracts. Respond to and resolve difficult citizen complaints. Act as a Division head during absences or emergencies. Act as Director in the absence of the Maintenance Services Director. Perform other related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS  
OPERATIONS & DEVELOPMENT MANAGER (continued)**

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of effective supervision, management, organizational development, and public administration. Principles and practices relating to Maintenance Services operations including maintenance construction, facilities, waste water collection and treatment, solid waste collections and disposal, inspections and technical activities. Principles and practices of personnel administration, development and training. City policies and procedures governing Maintenance Services operations and activities. Safety principles, practices and procedures. Basic municipal accounting and budget practices. Recent developments in municipal maintenance administration. Personal computer with programs such as Windows, Word, Excel and Powerpoint. Prepare written and oral reports to staff, director, Commission and City Council. Represent the City before the City Council, community, outside agencies, businesses and industry, and at professional meetings as required.

**Ability to:**

Establish effective working relationships with employees, other City staff sections, contractors and the general public. Coordinate and manage all aspects of a multi functional organization; including planning, organizing and reviewing the activities of a large City department. Research and analyze operational and technical issues and develop appropriate recommendations for action. Delegate authority and responsibility and schedule and program work activities of large groups of personnel. Communicate clearly and concisely, verbally, in writing and using electronic equipment. Plan, organize, supervise and control the work of professional, technical and clerical personnel, field crews, temporary and other Maintenance Services personnel. Prepare a departmental budget, reports and draft contract documents. Analyze and interpret Federal and State regulations pertaining to the Maintenance Services activities. Organize and conduct Department-wide, divisional, small group and individual training programs.

**Skills to:**

Perform complex data tracking and storage on computers. Perform training and facilitation for individuals, and large and small groups.

**License or Certificate:**

Possession of a valid California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from an accredited four-year college with a degree in Public Administration, Organizational Development, Civil Engineering, Business Management, or a closely related field and five (5) years of progressively responsible work experience at a management level in Public Works.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_