



Public Facilities Manager

Summary

Direct and coordinate activities of workers engaged in installation, maintenance, repair, expansion, and relocation of public facilities and buildings.

Class Characteristics

General direction is provided by the Director of Public Works; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

Essential Duties, Skills, and Demands of the Position

The duties, skills and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills and demands.

Duties:

Analyze trends, such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for future facilities.

Develop plans to meet and serve expanding community needs such as increasing capacity of public buildings, streets, and traffic signals.

Plan method and sequence of operations to facilitate additions, deletions, and modifications to the system.

Direct activities of subordinate personnel who oversee installation, maintenance, and repair of streets, traffic signals, and building facilities.

Inspect or oversee inspection of field maintenance improvement projects to confirm conformance to specifications.

Confer with administrative and technical personnel as well as personnel of other agencies to coordinate departmental activities.

Evaluate new developments in materials, tools, and equipment to recommend or deny purchase.

Prepares budget estimates based on anticipated needs of the division.

Prepare related duties as assigned.

Skills/Abilities:

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Write speeches and articles for publication that conform to prescribed style and format. Effectively present information to top management, public groups, and/or City Council.

Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical and Work Environment Demands:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree in public administration, business administration, or a closely related field.

Experience:

Five years related experience and/or training; or equivalent combination of education and experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

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