



EMPLOYMENT OPPORTUNITY

Public Works Manager

Salary: \$7,017 to \$9,915 Monthly

Job Type: Full Time

Department: Public Works

Benefits: Full Time Exempt Benefits

The Position

Under general direction, the Public Works Manager plans, organizes, manages, and provides direction to assigned functions and activities of the Public Works Department comprised of the Wastewater, Street and Grounds Maintenance Divisions; coordinates assigned activities with other Town departments, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups; and performs related work as required.

Job Functions

- Assist in the management, development, and implementation of goals, objectives, policies, and priorities for the Department; recommends, within Departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the Wastewater, Street and Grounds Maintenance Divisions.
- Assists in development and standardization of procedures and methods to improve the efficiency and effectiveness of Wastewater, Street and Grounds Maintenance programs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships.
- Manages and coordinates the work plan for the assigned staff; meets with staff to identify and resolve problems; ensures coverage of staff for all shifts and assignments; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates service delivery, methods, and procedures.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Attends and participates in professional group, committee, and task force meetings; stays abreast of new trends and innovations in Wastewater, Street and Grounds Maintenance. Serves as a liaison with private and public organizations and Town, other city, county, and state agencies to address any problems, implement legal regulation changes, or determine the distribution of funds.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding Wastewater, Street and Grounds Maintenance; and answers specific and general questions.
- Monitors changes in laws, regulations, and technology that may affect Town or Departmental operations; recommends policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and complex reports on special projects as assigned.
- Participates on and makes presentations to the Town Council and a variety of boards and commissions.
- Maintains and directs the maintenance of working and official Departmental files.
- Performs other duties as assigned.

Q u a l i f i c a t i o n s

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration or a related field (e.g., engineering), and five (5) years of experience in municipal government. Five (5) year's experience in construction and maintenance of Public Works infrastructure and facilities with two (2) years of considerable supervisory or administrative experience. Possession of a Master's Degree is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Wastewater Collection System Maintenance Certification – Grade IV must be obtained within one year of employment.

S e l e c t i o n P r o c e s s

A completed Town employment application is required by the close of recruitment on Thursday, December 9, 2021. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or disability in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.