



EMPLOYMENT OPPORTUNITY

Public Works Manager

Salary: \$7,372 - \$10,417 Monthly

Job Type: Full-Time, Exempt

Department: Municipal Services – Public Works

Benefits: Benefits Eligible

The Position

The individual in this position is appointed by the Director of Municipal Services and works at the pleasure of the Director of Municipal Services and receives all direction and supervision from the Director of Municipal Services. 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 and Street 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 and Street Maintenance Divisions.
- Assists in development and standardization of procedures and methods to improve the efficiency and effectiveness of Wastewater and Street 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 and Street 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 Maintenance and Household Hazardous Waste programs; 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.

Qualifications

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) years' 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 (1) year of employment.

Selection Process

A completed Town employment application is required by the close of recruitment on **Tuesday, May 28th, 2024, at 5:30pm**. An application package is available at the 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 handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.