



THE CITY OF SAN FERNANDO

INVITES APPLICATIONS FOR THE POSITION OF

PUBLIC WORKS OPERATIONS MANAGER

APPLICATION DEADLINE IS DECEMBER 21, 2020 @ 5 PM



THE COMMUNITY

The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains, approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles' Northeast Valley. In 1874, San Fernando became the valley's first organized community, thus earning the title "First City of the Valley." The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.

San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), and Interstate 210 Freeway (I-210), and nearby Burbank and Whiteman airports. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.



THE ORGANIZATION

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 125 full-time equivalent employees from a total Adopted Budget for fiscal year 2019-2020 of \$49.6 million, which includes a General Fund budget of \$19.9 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



THE PUBLIC WORKS DEPARTMENT

The Public Works Department provides engineering services and capital improvement planning to ensure high quality public infrastructure and is responsible: for maintaining the City's infrastructure (i.e., facilities, streets, water pipelines, sewer system); providing safe and reliable water delivery; improving the flow of traffic; maintaining parkway streets and landscape; cleaning City streets; overseeing transportation programs; managing the City's sanitary sewer system; and coordinating refuse and recycling programs.

The Public Works Department is a full service department with staff providing the following services: maintenance of the City's fleet, equipment, parks, facilities, street lighting, streets, trees, and sidewalks; preventing water pollution, design and inspection of street, highway, and bike path construction; surveying and mapping operations; storm water and sewer system management; review of land use; solid waste management (contractor); production, procurement, and conservation of safe potable water.

Excluding the Operations Manager, the Operations Division has a dedicated staff of 14 full-time and 5 part-time, highly experienced and knowledgeable employees. The Department operates its own water system with a state-of-the-art Nitrate Removal System for potable water, and is a member of the Metropolitan Water District.

THE POSITION

Under direction of the Director of Public Works, the Public Works Operations Manager plans, organizes, integrates and directs the work of the Operations Divisions of the Public Works Department and manages comprehensive rehabilitations, maintenance and repair program for City streets, parks, facilities, equipment and related infrastructure; ensures all operations and maintenance functions are safe and efficient, while complying with applicable permits, laws and regulations; provides expert professional assistance and guidance to management on infrastructure issues; and performs related duties as assigned and manages operations crews when called to respond to emergencies.

THE ESSENTIAL DUTIES

- With supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work process, systems and procedures to achieve annual goals, objectives and work standards.
- Manages the performance of division staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
- Participates in the formulation and implementation of departmental policy, planning and strategic development; leads and directs staff/outside consulting resources in the development/application of new methods/processes to achieve higher efficiency, quality and innovation in department work processes.
- Through subordinate supervisors, oversees the day-to-day rehabilitation, maintenance and repair of city vehicles/equipment, parks, facilities, easements and rights-of way including streets, sewers, storm drains, city buildings/related facilities, street lights/traffic signals; prioritizes work orders; reviews and evaluates daily activities/work assignments with supervisors and provides expertise in resolving operational and maintenance issues; directs response to and recovery of service during emergencies, as well as planned and unplanned operation stoppages; oversees and approves overtime work.
- Oversees the work on large-scale jobs and performs advanced troubleshooting, maintenance and repair activities; inspects new equipment and construction to ensure proper operation and adherence to specifications.
- Oversees implementation of plans and specifications of assigned contracts such as street sweeping operations, refuse collection and tree trimming activities; inspects/evaluates services provided and notes any noncompliance issues, maintenance deficiencies and unsafe or potentially unsafe conditions; responds to safety issues raised by the public and/or other City departments; communicates with contractors to correct maintenance deficiencies.
- Receives reports from citizens, property owners, businesses and others regarding problem conditions or maintenance in assigned areas; uses independent judgment/decision-making skills to investigate and determine necessary corrective actions; notifies management or arranges for resolution of issues.
- Ensures strict safety policies and safe work procedures; may assist as a first responder in the event of accidents; ensures safety equipment is in sound working condition and that department employees have participated in safety training design and construction packages based on technical and economic feasibility of projects.
- Researches, evaluates and integrates new work practices, technology and systems to enhance productivity; performs project management duties; prepares purchase orders, inventory and tracking reports, quality control reports, personnel-action reports and accident reports as necessary.
- Periodically reviews and evaluates required inspection and maintenance programs to ensure compliance with regulatory operation permits, rules and regulations; develops plans and procedures to meet regulatory testing, safety and compliance requirements.

IDEAL CANDIDATE

The ideal candidate for this position will possess the following characteristics:

- Proven track record in municipal project management and developing and implementing procedures and controls.
- Excellent management, customer service, and interpersonal skills and able to effectively guide, inspire and motivate staff.
- Honest and ethical, and demonstrates the highest standards of professional conduct.
- Ability to plan and direct the activities of Public Works and understand, interpret, explain and apply applicable federal and state laws, codes, ordinances rules and regulations, including OSHA.
- Knowledge of principles and practices of street, park, facilities, equipment, sewer and storm drain construction, maintenance and repair.
- Knowledge of principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a high school or GED equivalent supplemented by college-level coursework in civil engineering or closely related field, at least eight years of journey-level experience in maintenance and repair of public works streets, parks and facilities, at least two of which were in a supervisory capacity; or equivalent combination of training and experience.

A bachelor's degree in business or public administration, life sciences, engineering or a closely related field is desirable.



THE COMPENSATION

Salary is dependent upon qualifications with a current annual salary range of \$96,324 - \$117,072, with a 8/5 or 9/80 work week, plus generous benefits including:

RETIREMENT: Public Employees' Retirement System (PERS), 3% @ 60 (hired on or prior to 11/12/05), and 2% at 55 (hired after 11/12/05) are for Classic members, while 2% @ 62 is for PEPRAs members (hired on or after 1/1/13). Both are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

INSURANCE: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$905.16 Single; \$1,567.17 Two Party; and \$2,109.19 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents. The City pays for Long Term Disability Insurance, and \$50,000 term/AD&D Life insurance policy for employee. Additional voluntary purchase (at group rate) of up to \$100,000 is available for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

ANNUAL LEAVE: 20 - 30 days per year (depending on length of service). Maximum Accumulation of 100 days (800 Hours). At the time of separation, any unused annual leave will be paid.

MANAGEMENT LEAVE: 10 days per year prorated the first year depending on the date of hire. Any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave will be paid at the employee's current hourly rate of pay, on a pro-rated basis.

BEREAVEMENT LEAVE: 5 paid days per year for immediate family member.

HOLIDAYS: 12 paid days per year.

LONGEVITY: 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service. Employees whose original or rehire date is after 7/1/18 are ineligible for Longevity Pay.

BILINGUAL BONUS: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

DEFERRED COMPENSATION: ICMA-RC 457, ROTH/IRA programs available. Enrollment is voluntary.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify that there's enough fund allocation in the budget for this item.

TO APPLY

If you are interested in this outstanding opportunity, please submit a cover letter, employment application and resume. Visit our website for an application.

WWW.SFCITY.ORG/PERSONNEL

FILING DEADLINE: DECEMBER 21, 2020 @ 5 PM

Requested materials may be submitted to:

**CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340**

Questions may be directed to:

**Michael Okafor, Personnel Manager
(818) 898-1239
Personnel@SFCITY.ORG**

Following the closing date, materials will be screened according to qualifications. The most qualified candidates will be invited to interviews with the City. Finalist interviews will be held with the Director of Public Works. Candidates will be advised of the status of the recruitment following final candidate selection.

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services. The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

