Internal Recruitment

Open to City Employees Only

Public Works Operations Manager

Salary Range: $99,291- $120,688 annually *
($8,274—$10,057 monthly) plus benefits

*Note salary is under review with a Classification & Compensation Study

ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:

August 13, 2019 at 3:00PM
The City of St. Helena has an exciting opportunity to fill a position in the Public Works Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

**Distinguishing Characteristics:** The Public Works Operations Manager is a mid-manager within City administration who reports to the Public Works Director. The Operations Manager will manage staff operation services of the water distribution and system maintenance, sewer, streets, garage, facilities, parks, and public works support services. Exercises direct supervision over supervisory operations personnel, as well as professional, technical, and support staff of operations. Performs a wide variety of professional, administrative, human resources, analytical, and management support to staff within assigned program areas; develops, implements, and administers assigned program responsibilities to staff. Critical to the position is the ability to organize, direct, and manage staff, utility operations, and maintenance activities. Work is performed under direction of the Public Works Director, and the position is expected to exercise independent judgement.

**Examples of Duties:** (include but are not limited to the following)
- Plans, supervises, and directs the programs, projects, operations activities of the Public Works Department.
- Exercises responsibility for the proper organization and staffing of the public works operations.
- Works with the Director of Public Works in the establishment of department goals, strategies and priorities; develops and manages re-engineering and continuous improvement processes.
- Provides administrative direction to activities relating to the effective utilization of programs, projects, personnel, resources, facilities, and equipment.
- Advises and makes recommendations to the Public Works Director on matters related to public works operations.
- Directly and/or through subordinates assigns work and provides direction to staff, evaluates staff performances, ensures desired staff performance levels are maintained, and participates in processing personnel actions.
- Ensures department operates in compliance with rules, regulations, and policies.
- Provide leadership and uses appropriate coaching, supervisory, and evaluation techniques to facilitate continuous improvement and employee development.
- Manages the preparation and maintenance of a variety of technical and administrative reports, correspondence, and documents related to public works operations.
- Oversees the preparation and administration of the department’s annual operation and capital improvement budget.
- Exercises responsibility for the proper organization and staffing of the assigned divisions.
- Manages selection, training, and evaluation of personnel; establish and monitor employee performance objectives; and performance management.
- Conducts studies of organizational, administrative, and operational issues; reviews and analyzes processes, procedures, and work methods; analyzes legislation; develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties.
- Advises and assists department supervisors and employees in a variety of human resource matters, including interpretation and application of personnel rules, administrative policies, memoranda of understandings, and the processing of employee grievances; assists with activities such as job classification and compensation plan, group benefits, recruitment, selection and employee records.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
Ability to:

- Oversee and participate in the management of multiple sections, work groups, and/or service areas within a comprehensive public works maintenance division.
- Oversee, direct, and coordinate the work of lower level staff. Select, supervise, train, and evaluate staff.
- Manage the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Gather and compile technical data accurately and write and present clear and persuasive reports.
- Develop and implement plans and programs to provide needed training to staff.
- Analyze financial, budgetary, administrative, operational and organizational problems.
- Consult effectively with management, staff and the public.
- Serve as a liaison between various public agencies.
- Develop and administer a budget.
- Prepare clear and concise administrative documents and reports.
- Analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations.
- Make sound decisions within established guidelines.
- Work independently and as part of a team.
- Analyze a complex issue, and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- Follow written and oral directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

Knowledge and Skills:

- Modern principles, practices and methods of public works operations management, program development and administration including building maintenance, fleet services, and public works (streets and parks) maintenance functions and program areas.
- Modern principals of administrative and organizational analysis.
- Public administration policies and procedures.
- Principles of grant proposal writing and administration.
- Research and reporting methods, techniques and procedures.
- Principles of mathematics and statistical analysis.
- Structure and organization of public sector agencies.
- Principles and practices of public personnel administration, budget development, and implementation.
- Applicable federal, state and local laws, codes and regulations.
- Modern office practices, methods and equipment, including a computer and applicable software.
- Methods and techniques for record-keeping and report preparation and writing including proper English, spelling and grammar.
- Occupational hazards and standard safety practices.
Education and/or Experience:
Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Operations Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience providing executive clerical support or management of complex records and a high school diploma or equivalent. College-level coursework in secretarial science, business or public administration is highly desirable.

License/Certificate:
Possession of a valid class C California Driver’s License. Possession of a California Wastewater Treatment Plant Operator Grade III certificate. Possession of a California Water Treatment Plant Operator Grade III certificate is required within one year after employment.

Application and Selection Procedure:
This is an internal recruitment, to be eligible to apply candidates must be a current City employee. Please submit the following documents and forms on CalOpps:
- Cover Letter
- Detailed resume
All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

Benefits:
- CalPERS defined benefit retirement: 2.0% at 60 formula for current members; 2.0% at 62 for new members. The employee is responsible for payment of the employee share of the pension cost. *City employees also participate in the Social Security system.
- City-paid health, dental and vision insurance coverage for employee and dependents.
- City issued cell phone.
- Vacation accrues at varying rates for full-time employees. The beginning accrual rate is generally ten working days per year, increasing with tenure.
- Twelve paid holidays annually.
- 16 hours personal convenience days per year (increases to 40 hours after five years).
- 40 hours of Executive Leave per year.
- Sick leave (twelve days per year).
- Life Insurance.
- Deferred Compensation Plan.
- Dependent Care program.
- Employee Assistance program.
- Bereavement Pay - 3 days in state/5 days out of state.
- Bilingual Pay.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.