

CITY OF MADERA

ELECTRICAL AND FACILITIES OPERATIONS MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, supervises, evaluates and participates in the work of crews responsible for construction, repair and maintenance work in the City's buildings, electrical systems, facilities and structures; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Electrical and Facilities Operations Manager** is the management level class with Public Works responsible for assigning and supervising the work crews engaged in construction, repair and maintenance of the City's facility systems within the Public Works Department, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next lower classification of Public Works Maintenance Lead Worker by the performance of division level supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Operations Director. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance and repair of electrical and City facilities; in the absence of the Director of Public Works, may be assigned to serve as Director.
- Reviews and checks design plans submitted to the City for various City and private projects, including street light installations, water wells, traffic signal lights, storm pump stations, sewer lift stations, Airport lighting systems, RDA projects, ball fields, parks, and various park projects.
- Performs electrical inspections for Engineering projects, including water wells, traffic signal lights, and sewer lift stations.
- Plans, coordinates, staffs and directs the preventive maintenance, repair, alteration and improvement of City buildings, electrical systems, facilities and structures; checks, performs or supervises electrical work activities including installation, maintenance and repair of electrical equipment and systems associated with water wells, traffic signals, telemetry, automated pump controls, storm and sewer pumps, airport lights, heating, ventilation and air conditioning; coordinates building, alterations,

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electrical and other building trades activities with other City departments, divisions, sections and outside agencies; responds to emergency calls.

- Performs the more difficult and complex maintenance and construction duties of the work unit including reading and interpreting complex construction plans and specifications.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level Public Works personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets and work orders; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; prepares and reviews location sketches for maintenance and repair projects; directs the operation of road construction equipment.
- Participates in the development of the division budget; administers and monitors the approved budget; prepares cost estimates for facilities maintenance and repair activities.
- Participates in traffic design meetings; assists with traffic signal light design, traffic flow, and electrical design.
- May participate in organizational and community group meetings; addresses and responds to service questions, inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and

abilities necessary for a **Electrical and Facilities Operations Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction, maintenance or related work, including two years as a lead or supervisor of a work crew, and a High School Diploma or equivalent supplemented by some directly related college level course work.

License/Certificate:

Possession of, or ability to obtain, a valid class B California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, and repair of buildings, electrical systems, facilities and structures; principles and practices of project design, cost estimating and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques for record keeping; occupational hazards and standard safety procedures.

Ability to:

Select and supervise subordinate staff; supervise and direct the operations and activities of a Public Works division; analyze a complex issue and develop and implement an appropriate response; prepare and administer a division budget; analyze and evaluate new and existing service delivery methods and standard operating procedures; oversee and perform maintenance, repair and installation of asphalt, signs, concrete and storm drains; perform heavy manual labor; drive and operate trucks and construction equipment; 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.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.