



# City of Milpitas

## Promotional Opportunity

for the position of:

## Public Works Manager

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**Annual Salary Range:** \$104,162 - \$135,472

**Post Date:** October 25, 2016

**Close Date:** **November 15, 2016**

**Closed/Promotional ONLY**

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

### The Opportunity

The Public Works Manager position receives general direction from the Public Works Director. Primary responsibilities of the position will be to direct, plan, organize, supervise, coordinate, and evaluate the maintenance operations of the Public Works Department including streets, parks, and street landscape maintenance; provide high level staff and technical support relative to departmental maintenance operations;



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assist in the determination of overall policy for the department and individual functions; ensure all activities are performed in compliance with all applicable regulatory, operational, procedural and budget guidelines; and coordinate necessary activities with other City departments, outside agencies and the general public.

This position is a management position which will oversee up to 20 public works staff comprised of various maintenance worker classifications. The incumbent should have solid experience in personnel management, day to day operations and contractual management. Experience in budget preparation and work order management is highly desirable.

#### **What You Will Do**

Duties may include, but are not limited to, the following:

- Direct, oversee and participate in the development of the department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Ensure safe, efficient, and effective compliance with local, state and federal laws, rules and regulations.
- Direct the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs, including equipment and repair needs; develops specific proposals and recommendations to meet these needs; provides technical assistance to staff.
- Assist in the deployment and coordination of personnel and equipment in emergency situations.
- Confer with department personnel, other appropriate City staff, and other agencies with regard to projects and special events.



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- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing; equipment, materials and supplies; administer the approved budget.

### Experience and Education

Completion of High School, supplemented by professional development activities such as training classes or specialized programs related to the maintenance or management fields. An Associate's Degree is highly desirable. Additional qualifying experience may be substituted with education on the basis of one year for 30 semester, with a maximum 2 years substitution **AND** Eight years of increasingly responsible experience involving the construction and maintenance of a variety of public facilities and equipment including two years of significant supervisory responsibilities.

### License and Other Requirements

Possession and maintenance of valid California Driver's License is required.

### Special Requirements

*Essential duties require the following physical abilities and work environment.*

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.



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Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

#### **To Apply**

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090. A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process. Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

#### **Benefits**

The City provides an excellent array of benefits. This position is unrepresented. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Unrepresented-MOU.pdf>

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>



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The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.