

CITY OF GLENDALE

TITLE:	Field Operations Director	CLASS CODE:	939
REPORTS TO:	Deputy City Manager	GRADE:	55
DEPARTMENT:	Field Operations	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY

Plans, organizes, coordinates, and manages the Field Operations Department.

ESSENTIAL FUNCTIONS

1. Plans, organizes, coordinates, administers, controls, and manages the activities of the parks and grounds, streets maintenance, sanitation, facilities management, equipment management, and building services divisions.
2. Initiates, plans, organizes, prioritizes, and coordinates projects related to the activities of the department and submits recommendations on projects and programs to the Deputy City Manager for Public Works, City Manager, and City Council.
3. Guides staff in implementation of City Council and management team directions.
4. Develops and manages consulting contracts in a variety of specialties including solid waste engineering, environmental engineering, financial management, and public relations.
5. Reviews projected city growth patterns, population trends, and develops short and long-range plans, goals, and objectives, including council goals and objectives.
6. Reviews and provides staff direction to resolve new or complex operational problems.
7. Monitors the quality and effectiveness of all departmental services and provides staff with feedback.
8. Coordinates department service delivery with other city departments, outside public agencies, and private companies.
9. Prepares, makes presentations, and administers the Department's capital and operating budget.
10. Prepares and monitors plans, such as the 10-year Capital Improvement Plan for Field Operations.
11. Performs financial rate analyses and makes recommendations to the management team and City Council to establish public rates for solid waste collection, landfill disposal, and cemetery services, and to establish charge backs for landfill disposal and equipment management internal services.
12. Participates in various city committees and special events planning.
13. Meets or talks with citizens individually or collectively to discuss the improvement of Public Works services or to resolve specific complaints.
14. Prepares reports, studies, city ordinances and plans to City Council, City Manager, Assistant City Manager, and Deputy City Manager for Public Works, and prepares new releases.
15. Establishes departmental policies, procedures, and guidelines.
16. Develops specifications for facilities and equipment.
17. Develops and directs in-service training programs.

SECONDARY FUNCTIONS

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Civil Engineering and of the principles and practices of municipal administration with particular knowledge of public works administration
Application of regional government practices to public work management
Public budgeting and finance
Management policies, procedures, and techniques

Skill in:

Public policy analysis and development

Ability to:

Plan, organize, and direct the construction, maintenance, and repair of streets, parks and grounds, landfills, equipment, buildings, and related facilities
Effectively administer the city's refuse collection and disposal, and recycling programs
Develop comprehensive plans and reports to satisfy future needs
Communicate clearly and concisely, both orally and in writing
Establish effective working relationships with subordinates, superiors, and representatives from other departments in private and in public to coordinate activities and resolve problems

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering or public or business administration, and five years of experience in public works services that includes two years of supervisory experience. Master's degree preferred.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Must be a resident of Glendale within twelve months of appointment
An Arizona driver's license