

CENTRAL SERVICES MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Central Services division within the City Manager's Office including fleet maintenance, building and facility maintenance, and contract administration/risk management; to coordinate policies, procedures, work methods and budget allocation activities with other divisions and departments; and to provide highly complex staff assistance to the Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct Central Services activities including purchasing, operational contracts, risk management, fleet/vehicle maintenance, custodial services and general maintenance of City facilities.

Direct, oversee and participate in the development of the Central Services work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

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

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Ensure and oversee that the most cost effective practices are being followed in the use and maintenance of the Corporation Yard, City facilities and vehicles; oversee purchasing activities for the City; prepare specifications and requests for proposal; analyze formal and informal bids; recommend awards; approve purchase orders and payment of invoices; follow up to ensure delivery of appropriate supplies, materials and equipment.

Ensure and oversee safety compliance and training; plan, coordinate and maintain records and

reporting on safety and training activities of City staff; ensure that inspection and testing of safety equipment in buildings and facilities, including fire extinguishers, alarms, AED's (automated external defibrillators), fire sprinklers and other specialized equipment is performed timely and records maintained in compliance with OSHA and State regulations and requirements.

Enforce and oversee that policies and procedures related to City fleet maintenance; including the procurement and processing of vehicles, trucks and other equipment for purchases, repairs, preventative maintenance, fueling and vehicle replacement is performed as needed; dispose of old equipment and vehicles as needed.

Ensure and oversee that City building and facility maintenance is scheduled and performed as needed either by City staff or via service contracts and in compliance with required safety standards to include repair and maintenance of appliances, doors, gates, windows, elevators, HVAC (Heating, Ventilation and Air Conditioning) systems, electrical and plumbing, painting and other building and facility updates, installations, replacements, repairs and maintenance.

Coordinate and support the Administrative Services Director on general liability program administration; procure general liability insurance for outside agencies that contract with the City and insurance for all City vehicles and buildings; review contract language regarding insurance, indemnification, hold harmless provisions, requirements for endorsements, and subrogation; review certificates of insurance for adequacy.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Serve as the City's Safety Officer and provide technical and administrative support to the Safety Committee.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and procedures involved in the procurement for a public agency; contract

administration and bid preparation.

Principles of efficient and effective program management.

Methods and procedures for municipal building, facility and fleet maintenance.

Risk management standards and practices including insurance requirements and indemnifications.

Contract oversight requirements for general and public works projects.

Safety requirements as related to facilities.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the Central Services division operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in administering central service functions such as purchasing, risk management, safety compliance, or building and fleet maintenance in an organization comparable in size or complexity to the City of Healdsburg, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration or a related field. A Master's degree is preferred.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.