



Field Operations Manager

\$7,682 - \$9,337 monthly

Open Recruitment

The Opportunity & Ideal Candidate:

The City of San Gabriel is looking for a Field Operations Manager who is a self-starter, has strong leadership skills, an ability to work with a variety of personalities, excellent communication skills, the capacity to organize and prioritize multiple projects and a passion for providing outstanding customer service. The ideal applicant will have a strong background in a variety of infrastructure maintenance areas including street repair and paving, sewer collection and stormwater systems, traffic signal, signs, pavement markings and street lighting maintenance. Experience in preparing and managing budgets, policy development, work order management and ability to use common office software is highly desirable.

Position Summary:

Under direction of the Public Works Director, plans, organizes, coordinates, and manages the operations of the street maintenance, signals and lighting, and sewer units; produces complex documents, including staff reports and reporting requirements; plays a key role as part of the Public Works management team and works closely with the other Divisions of Public Works including Parks and Facilities, Fleet Management, and Engineering; serves as Acting Public Works Director as needed; hires, trains, evaluates, and disciplines staff; investigates complaints and implements solutions; develops, recommends, and manages division budget; and other duties as assigned.

Minimum Qualifications:

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an Associate's degree in public administration, horticulture or a closely related field, and five years of progressively responsible experience in public works, maintenance, or infrastructure construction (municipal experience preferable), including two years in a supervisory or lead capacity. A California Class B driver's license, or the ability to obtain one within one year, is required. Possession of International Municipal Signal Association Work Zone Traffic Control Safety (IMSA) certifications is desirable.

Benefits:

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.

- Choice of enrollment in Deferred Compensation (457) Programs.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year
- 40 hours of administrative leave per year

Annual Cash Out Programs:

- Sick Leave Buy Back allows the cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period between November and October.
- Vacation Buy Back allows cash-out of up to one week up to 40 hours of unused vacation per year.
- Holiday Buy Back program: allows a maximum of up to 8 hours of unused holiday hours per year.

Application Procedure:

Candidates must submit a completed City of San Gabriel application, cover letter and résumé online at jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Thursday, December 13, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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