



THE CITY OF SAN BERNARDINO

*INVITES APPLICATIONS FOR
THE POSITION OF*

**OPERATIONS AND MAINTENANCE
DIVISION MANAGER**

THE CITY OF SAN BERNARDINO

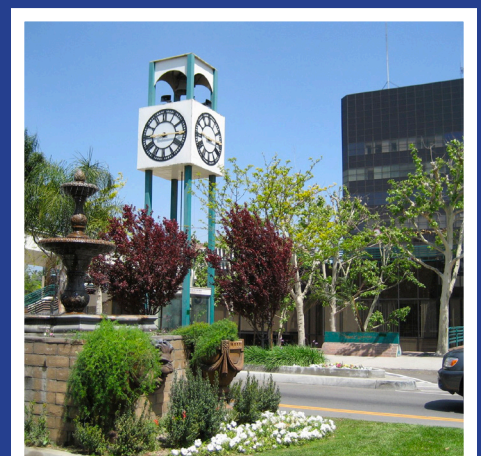
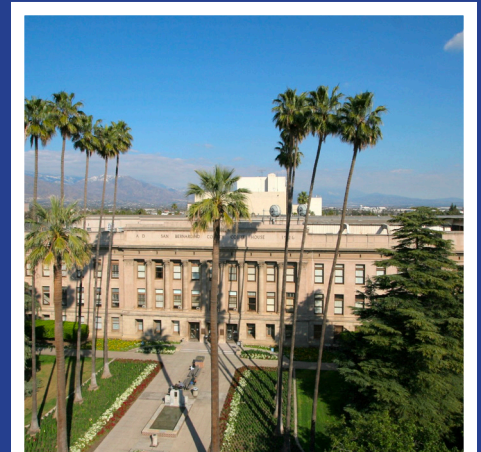
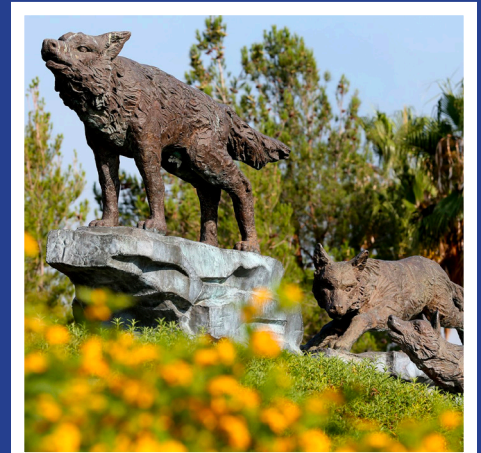
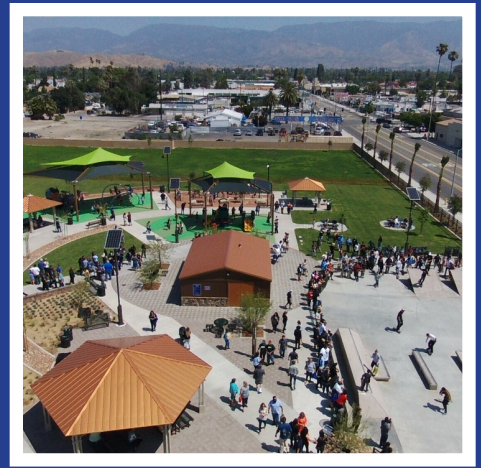
Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 62 square miles and has a diverse population of over 213,000.

Several highly regarded educational institutions are located within or in the nearby area. California State University, San Bernardino is located in the northwestern part of the City. San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College & Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra, one of the oldest and most prestigious in the region.

CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community and Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Police, and Public Works Departments. The City's FY 2020/21 General Fund budget is \$130.6 million with a Capital Improvement Program budget of \$19.6 million and it employs 565 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



THE POSITION

Under general direction, the Operations & Maintenance Division Manager reports to the Director of Public Works and oversees the day-to-day division activities through the supervision of the Operations & Maintenance Division. The Operations & Maintenance Division Manager is responsible for planning, managing staff, and directing programs of the Operations and Maintenance Division. The Operations and Maintenance Division includes street and public property maintenance, graffiti abatement, pavement and concrete maintenance and repair, traffic signal maintenance, traffic signing, urban forestry management, street light maintenance, landscape maintenance, districts maintenance and inspection, parks/parkway maintenance, storm drain maintenance, management of integrated waste services, and signage.

JOB DUTIES

1. Plan, lead, organize, integrate, and evaluate the work of streets and right-of-way maintenance, parks maintenance and inspection, graffiti abatement, pavement & concrete repair, traffic signal maintenance, street light maintenance, traffic signing, integrated waste services, landscape district maintenance, storm drain maintenance, urban forestry preservation and maintenance, and sign-making workers.
2. Monitor and evaluate the efficiency and effectiveness of the Division's service delivery methods, administrative systems, and reporting relationships. Identify and implement improvements.
3. Provide highly responsible, professional administrative and managerial leadership; serve on executive management team, and work collaboratively to achieve departmental goals.
4. Represent the Public Works/Operations and Maintenance function to all internal and external stakeholders, including civic, industry, and professional groups.
5. Ensure all customer service requests are resolved, respond to public inquiries in a courteous manner, resolve complaints in an effective and timely manner.
6. Work with Director and City Engineer on assessment of infrastructure needs and development of long-term strategies to sustainably manage the City's assets within local and regulatory guidelines.
7. Prepare and administer the Division's annual budget and work plan. Assist with the development and implementation of a five-year Capital Improvements Program.
8. Address civic and other groups regarding program activities to explain and promote public understanding; serve as chief spokesperson for the Division.
9. Assist in analysis of proposed legislation and regulations; participate in industry and intergovernmental activity to influence regulatory and legislative change consistent with the City's interests.
10. Assists in the development of Capital Improvement Program (CIP) projects; manages and monitors CIP projects from conception to completion.



QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in engineering, construction management, environmental sciences, public administration, or a closely related field is desirable. Six (6) years of progressively responsible municipal management experience at least two (2) years of which were in a lead or supervisory capacity; or an equivalent combination of training and experience.

A valid California driver's license and ability to maintain insurability under the City's vehicle insurance policy.

IDEAL CANDIDATE

Experience: The ideal candidate will have experience leading a city team and bring their expertise on implementing best practices for the maintenance and operations group. They will have worked within a public works environment in a leadership capacity. The successful candidate will not only have technical experience they will have demonstrated administrative skills as well. Critical thinking and problem solving skills are vital to candidate's success.

Communications Skills: The next Operations and Maintenance Manager will need to be willing to listen and learn about the organization prior to implementing new ideas. The right candidate will have excellent written and verbal communication skills. They will need to be able to communicate effectively at all levels of the City and the community. Interpersonal communication skills are key.

Energy: With the exciting changes occurring in San Bernardino, the successful candidate will have the energy and enthusiasm to get tasks completed. They will encourage staff in the department to bring ideas and goals forward that help improve the department as well as the desire to implement them.

Integrity: The next Operations and Maintenance Manager will possess the highest level of integrity, honesty, and transparency with their communications to develop the trust and respect of their team. They will trust staff to fulfill their duties and at the same time ensure work is completed in timely, professional manner.

RECRUITMENT PROCESS

First Review | July 16, 2021

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to:

bob@bobhallandassociates.com

Please contact Bob Hall at (714) 309-9104 if you have any questions regarding this position or the recruitment process.

BENEFITS

Salary Range - \$101,532.00 to \$123,420.00 Annually

Retirement - Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

Health Insurance - Monthly City contribution of \$1,125 employee only or \$1,250 employee plus one/family towards Medical, Dental, and Vision Care Insurance Plans.

Leave - Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year.

Car Allowance - The City provides a car allowance of \$575 per month.

Life & Accidental Death and Dismemberment Insurance - The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

Other - Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.

