



## **City of Bell**

### **Employment Opportunity**

6330 Pine Avenue, Bell, California 90201-1291 - Telephone (323) 588-6211

*An Equal Opportunity Employer*

### **Career Opportunity**

# **CONTRACTS AND FACILITIES MANAGER**

\$6,781.84 - \$8,240.96 Monthly

Fulltime with excellent benefits offered

**Filling Deadline: A City Employment Application and Supplemental Questionnaire must be completed along with copies of all certificates and Degrees attained and sent to the Human Resources Office at 6330 Pine Avenue, Bell, CA 90201. Resumes, emails and faxes will not be accepted in lieu of completed applications. Applications must be received at City Hall by 4:00PM on Friday, July 22, 2016. Post marks will not be accepted.**

#### **DEFINITION**

Performs a variety of technical managerial duties in the oversight of City employees and contracted maintenance services with respect to the City's public works related programs including streets, sewer and storm drains, waste management, parks, landscaping, tree trimming, street repair, graffiti removal, signage and cleaning, sidewalk repair, and facilities maintenance; ensures contractor compliance with the terms, conditions, standards and specifications determined by the City; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Community Development. Exercises direction over the work of City employees and contracted maintenance and repair staff.

#### **ESSENTIAL DUTIES**

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

- Performs a variety of technical coordinative duties in the management and oversight of City employees and contracted maintenance services with respect to the City's public works related programs including waste management, streets, graffiti, sewer and storm drains, parks, landscaping, graffiti removal, tree trimming, street repair, signage and cleaning, facilities maintenance and sidewalk repair.
- Plans, directs, and supervises the work of staff engaged in the development, implementation and delivery of public works and facilities maintenance programs; assigns work; makes hiring decisions; supervises, trains, disciplines and evaluates the work of assigned staff.
- Responsible for developing, preparing, monitoring and evaluating maintenance and repair contracts; coordinates with other City departments as required.
- Manages the selection of service providers in accordance with City procurement policies, procedures, rules and regulations.
- Conducts regular inspections of work performed under contracts to ensure proper quality control.
- Manages construction or facilities maintenance related project operations and coordinates activities with internal City staff and external agencies as needed.
- Assists in the preparation of the budget for the Public Works Section of the Community Services budget including contracted services; monitors contract activities and costs on a continuous basis; identifies and resolves budget overruns and variances.
- Researches other public agency contracts comparing costs and delivery methods.

- Prepares “Requests for Proposals”; conducts analysis of bids; participates on review panels; prepares recommendations for bid awards; prepares contract documents; makes presentations to Mayor and City Council on contract awards.
- Monitors the performance of in-house and contracted staff on a continuous basis; works with contract service provider to resolve any service deficiencies in a manner consistent with City standards of performance.
- Authenticates and approves invoices for payment.
- Purchases needed materials and supplies for projects.
- Maintains a variety of logs and other documents which describe work performed on various public works program areas.
- Compiles data and prepares reports with respect to contracted services operations and activities.
- Receives, documents, and responds to residents’ complaints regarding public works issues; investigates and coordinates any needed repairs.
- Performs related duties as assigned.

### QUALIFICATIONS GUIDELINES

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

#### **Education:**

Equivalent to a Bachelor’s Degree from an accredited college or university in Public Administration, Business Administration, or a closely related field with specialized training in building trades or construction management.

#### **Experience:**

Four (4) years of experience in managing of contracts & facilities programs in local government. Experience providing significant involvement in the operations, repairs, and maintenance of public works projects is highly desirable. Ability to communicate in Spanish is highly desirable.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

#### **Knowledge of**

- Budget, finance and grant administration relevant to municipal government.
- Program and project management including accepted procedures for monitoring expenditures, project status and contractor performance.
- Principles of supervision and training.
- Operations, services and activities of a comprehensive public works program including streets, sewer and storm drains, parks, landscaping, facilities maintenance, graffiti removal, waste management, tree trimming, street repair, signage and cleaning, sidewalk repair and facilities maintenance.
- Principles and practices of contract management and service oversight.
- Methods, techniques and materials used in public works construction and maintenance.
- Codes, ordinances, and policies applicable to construction.
- Proper inspection techniques to examine workmanship and materials.
- Operational characteristics of equipment used in public works construction and maintenance.
- Safety rules, regulations, and practices applied to public works construction and maintenance.
- Levels of authority within the City for the enforcement of contract provisions.
- Principles and practices of research, data compilation and technical report preparation.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

#### **Ability to:**

- Directly oversee the work of in-house staff and contracted services for public works construction, maintenance and facilities programs.
- Impartially interpret and apply contracted maintenance services provisions within prescribed codes and laws, and City policy.
- Establish project schedules and needed services.
- Conduct pertinent project and facilities maintenance oversight activities in a safe and effective manner.
- Analyze and compile technical information on maintenance program operations.
- Review and detect defects and faults in construction and maintenance workmanship and materials.
- Review and detect deviations from City standards, plans, specifications, and codes.
- Prepare and monitor budgets for assigned area.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

The position requires the possession of, or the ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability or personal choice will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; Ability to walk on uneven or slippery surfaces; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical indoor and outdoor environment on a year-round basis and requires travel to multiple locations to complete work. Work environments may be noisy. Within the outdoor environment, employees are exposed to inclement weather conditions, fluctuating temperatures, moving vehicles and equipment, and some exposure to fumes and chemicals. Employees may interact with upset or angry members of the public in interpreting and enforcing departmental policies and procedures. Positions may require occasional overtime or weekend work.

**EXAMINATION PROCESS**

Applications will be screened for completeness and fulfillment of the position qualifications. The most qualified candidates will be invited to participate in the competitive examination process. The application process will consist of:

Application Screening	Qualifying
Interview/Testing	Scored
Oral Interview	Qualifying

**APPLICATION PROCEDURE**

**Contracts and Facilities Manager Application #16-10** Applications and information may be obtained from the Human Resources Office, Bell City Hall, 6330 Pine Avenue, Bell, CA 90201, (323) 588-6211. Application materials may also be downloaded from the City’s website at [www.cityofbell.org](http://www.cityofbell.org). A completed City of Bell Application must be submitted by the deadline. A copy of any/all of the above-listed required degrees, diploma, and certificates must be attached to your Application. Only City of Bell

Applications will be accepted. (No postmarks or faxes will be accepted) The deadline to submit the application is **4:00 p.m., Friday July 22, 2016.**

### **EMPLOYEE BENEFITS**

**Salary Range:** Appointments are normally made at the minimum salary.

**Bilingual Pay:** \$2100 per year for qualified employees.

**Tuition Reimbursement:** up to \$600 per year.

**Overtime:** time and one-half for over 40 hours/week.

**Insurance:** Medical insurance for employee and one dependent. Dental and Vision Insurance is offered at the employees expense during the first 60 days of service, city paid coverage will be effective on the 1st month after the 60 days after appointment.

**Vacation:** 96hours (12 days Based on 8-hour day), accruals increase based on years of service to a max of 32 days with 20+ years of service.

**Holidays:** 12 paid holidays per year, plus 1 floating holiday.

**Sick Leave:** 96hrs annual accrual ; payoff of unused sick leave upon separation (According to City's Resolution).

**PERS Retirement:** Classic Employees will enroll in the Cal-PERS retirement program at 2.7% @ 55 plan; New employees will enroll in the Cal-PERS retirement program at 2% @ 62 plan; Employee is responsible for their 9% towards the CalPERS employee contribution.

**Social Security:** employee pays 6.2% and city pays 6.2%.

**Deferred Compensation Plan** available to all employees.

**Credit Union** membership offers access to low interest loans and payroll deduction.

**Probationary Period:** New employees serve a twelve-month probationary period.

**Agency Shop:** Union dues or service fees are mandatory as a condition for full time employees who are in classifications that are covered by Agency Shop provisions. Qualified religious objection can be accommodated.

### **THE CITY OF BELL**

The City of Bell is located approximately 10 miles southeast of Los Angeles. Bell is a Charter City with a council/administrator form of government. The City budget is approximately \$28.3 million with 67 full time employees and 78 part time employees. The population is approximately 35,731. The City of Bell is an Equal Opportunity/Affirmative Action Employer. Minorities, women and disabled persons are encouraged to apply for City employment. It is the intent of the City to have all segments of the community represented at all levels in City government. The City of Bell makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Direct requests for accommodation should be made to the City Clerk's office. A non-smoking policy adopted by the City Council prohibits smoking in city buildings. Upon proof of honorable discharge from the Armed Forces of the United States, a veteran's preference of five points will be added to the final score of candidates who have attained a passing score. The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

**THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS ANNOUNCEMENT MAY BE MODIFIED OR REVOKED WITHOUT NOTICE. (Posted: 6/30/16)**