

CITY OF BURBANK

ASSISTANT PUBLIC WORKS DIRECTOR - FLEET & BUILDING

DEFINITION

Subject to administrative determination of policy, to plan, organize, and direct the Fleet and Building Maintenance Division of the Public Works Department; and do related work as required.

ESSENTIAL FUNCTIONS

Directs and implements goals, objectives, and policies; plans, assigns, coordinates, and directs, through supervisors, the work of professional trades people engaged in the repair, maintenance, and custodial upkeep of City buildings and the general City fleet; may direct the duties of an office staff supporting Field Services operations; maintains a job safety program; reviews and approves vehicle and building-related specifications; administers a wide variety of contracts relating to the maintenance of City buildings and the general City fleet; participates in the design, implementation, and maintenance of computer programs relating to building and fleet management; oversees building demolition; prepares a wide variety of reports relating to all areas of fleet and building maintenance and ownership; oversees related capital projects and work program items; represents the department in fleet and building matters at meetings; coordinates with other departments to resolve fleet and building issues; assists in budget preparation and forecasting, expenditure control, cost accounting, and record-keeping for all fleet and building operations; makes recommendations relative to the fleet and building funds, recommends replacement of major buildings, vehicles, and related components; interacts with department managers to resolve problems and coordinate activities; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; attends City Council and other evening meetings as directed; acts as the Public Works Director as directed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the methods, equipment, materials, and operating practices involved in fleet and building management/maintenance; the principles of personnel management and supervisory practices; specifications and engineering plan development.
- Ability to - prepare and present budget estimates and comprehensive reports; prepare cost estimates and forecast rates; meet established deadlines; prepare and monitor contract documents; effectively plan, lay out, administer and coordinate the work of office and field personnel; coordinate, supervise, and evaluate the work of others; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, co-workers, subordinate staff, bargaining groups, contractors, consultants, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to six years experience in public works field operations, including a minimum of two years of responsible supervisory experience in equipment and/or building management and completion of two years of college in automotive technology, public administration, supervision, or a related field. NOTE: Experience may be substituted for the education requirement on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.

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Civil Service Exempt
FLSA Exempt