



and the

**Public Works
Department-
Maintenance Operations
Division**

Invite Applications for

**Assistant
Maintenance
Operations Manager
(Promotional)**

\$85,974.98 - \$104,942.24

Annually



Job Code #_____

Equal Opportunity/Affirmative Action Employer – M/F/V/D

Duties and Responsibilities

This management position is responsible for managing the City's Maintenance Operations Division in the Public Works Department. Duties and responsibilities include:

- Manages the work of the street and sewer division crews involved in activities such as; construction, maintenance and repair of streets, alleys, sidewalks, curbs and gutters, storm drain lines, catch basins, sewer lines and manholes and sewage lift stations; installation and maintenance of traffic striping and signage, bike path maintenance, parking meter maintenance and the City's graffiti abatement program.
- Manages the work of all facility and electrical maintenance crews involved in activities such as facilities, electrical, street light and traffic signal maintenance and repair. Along with the tree maintenance work performed under contract ensuring that trees in City parks, parkways and other City owned facilities are maintained in a sage and compliant manner.
- Evaluates the quality and efficiency of subordinate personnel, including contractors.
- Investigates and resolves routine complaints and issues, including citizen inquiries and complaints.
- Assists in preparing, organizing and monitoring the division budget.
- Investigates and analyzes fiscal impact for programs and issues, requirements and requests for services.
- Ensures the attainment of annual maintenance and performance objectives.

Ideal Candidate

The individual selected needs to demonstrate effective problem solving skills and communication skills. Will provide day-to-day leadership and work with staff to ensure high

Attachment "B"
performance. Knowledge of safety procedures utilized in Public Works maintenance, construction, and repair is expected. Ideal candidate is highly motivated and thrives in a fast-paced environment with a variety of responsibilities.

Minimum Requirements

Four (4) years of experience in public works or the skilled maintenance of buildings, electrical equipment, traffic signals, streets, sewers and trees, including two (2) years of first line supervisory experience along with a Bachelor's Degree from an accredited college or university in business administration, public administration, or a related field. Additional relevant work experience may be considered in-lieu of formal education on a year for year basis. Must possess a valid California Class "C" driver license.

Examination Procedures

Applicants must receive a passing score on all examination components in order to be placed on the eligible list.

Written Examination: To assess aptitude, knowledge of the position's duties and written communication skills weighed at 30%.

Counseling Exercise: To demonstrate the ability to supervise weighed at 40%.

Appraisal Interview: To evaluate experience, communication skills and suitability for the position weighed at 30%.

How To Apply

Apply by _____ Complete application materials (including City application, resume, and copies of relevant degrees/certificates) must be submitted for consideration to the Human Resources Department. Applicants may download an application form or apply in person:

City of Culver City
Human Resources Department
9770 Culver Boulevard

Culver City, CA 90232
(310)253-5651

www.culvercity.org/jobs

Individuals whose application materials are incomplete may not receive full consideration. Note: *Faxed or e-mailed application materials will not be accepted.*

The City of Culver City



The City of Culver City is strategically located at the intersection of the 405 (San Diego) and 10

(Santa Monica) freeways, just 15 minutes east of Marina del Rey/the Pacific Ocean. As the *Los Angeles Times*, *The New York Times*, and *The Boston Globe* have discovered, Culver City is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Handsome landmark buildings house cutting-edge media facilities and creative workshops. Downtown Culver City is just blocks away from the iconic Helms Bakery design district and the internationally acclaimed architecture of the Hayden Tract / Conjunctive Points creative industries hub.

The Public Works Department

The Public Works Department is responsible for providing engineering services to the public and other City departments and managing capital improvement projects throughout the City; providing maintenance and repair for the City's fixed assets, which include buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting and other components of infrastructure; and coordinating graffiti removal, street sweeping and trimming services for the City.

Find out why the L.A. Times calls Downtown Culver City "L.A.'s best kept secret!"



www.culvercity.org/jobs

Benefits Package



Listed below is a summary of items included in the Management Benefit package. Please see the Memorandum of Understanding for a complete review of the benefits provided.

- 9/80 work schedule.
- Deferred Compensation Plan. The City contributes **\$160.00** per pay period on behalf of employees that contribute a minimum of **\$76.25** per pay period.
- Wellness program: **\$500** annually.
- Tuition reimbursement program.
- Education Incentive: **\$1,500** annually for possession of Master's degree or higher.
- Health benefits include a choice of health, dental, vision, and life insurance plans for employees and eligible dependents. Some employee contribution may be required.
- **\$50,000** term life insurance for employee.
- Membership/Enrollment in CalPERS (Public Employees Retirement System) retirement plan.
- Social security participation.
- Leave programs, include:
 - *Sick Leave*: 96 hours annually.
 - *Vacation & Management Leave*: 80 hours annually (for first four years) & 60 hours annually.
 - *Holidays*: 8 paid holidays per year.
 - *Personal/Holiday Leave*: 40 hours per fiscal year - unused hours may be cashed or deposited to deferred compensation account.

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The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this

bulletin may be modified or revoked without notice.