

CITY OF BERKELEY, CALIFORNIA

Corporate Yard Operations Manager



OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation. The City is governed by a Mayor, elected at-large and eight Councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations. Under the provisions of the Berkeley Charter, the Director of Public Works is appointed by, and reports to, the City Manager upon affirmative vote of five councilmembers. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.



THE PUBLIC WORKS DEPARTMENT

Public Works is the largest department in the City and provides integral services to our community every day. Our Department's mission is to provide quality services to the Berkeley community with pride, courtesy, and excellence. Developing and offering efficient, cost effective services in partnership with our citizens will help us achieve our vision to make Berkeley a leading city in the country by being an outstanding provider of Public Works Services:

Refuse & Recycling – Berkeley has a longstanding commitment to reducing and ultimately eliminating/ diverting the waste that goes to landfills, and established one of the first municipal recycling programs in the nation. In 2019 Berkeley became the first California city to enact a truly comprehensive plan to reduce single use plastic trash when the City Council adopted the Single-Use Disposable Foodware and Litter Reduction Ordinance.

Public Works Administration – Leading, integrating and supporting departmental services, the administrative division provides strategic planning and policy formulation, budget administration, human resources management, payroll processing, coordination of legislative issues, and management of information systems.

Infrastructure – Includes: Sidewalk Program, Sanitary Sewer Program, Street Repair Program, Storm Water, Utilities, and Facilities Management Maintenance and Capital Renovations. In 2016 Berkeley voters passed the \$100 million T1 infrastructure bond. There are more than \$40 million in capital projects currently underway.

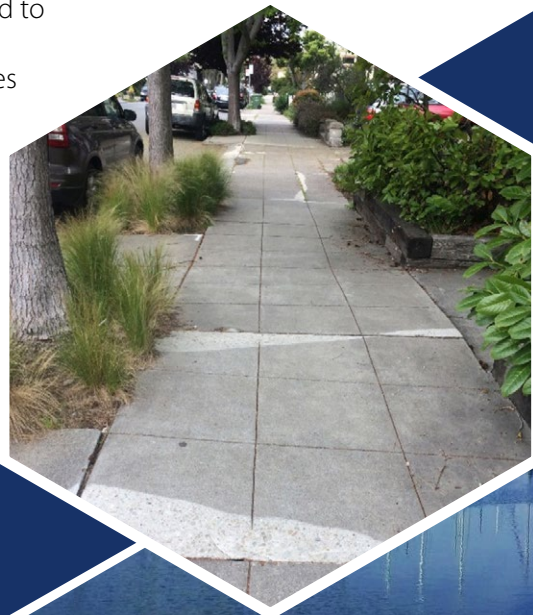
Transportation Division – The Transportation Division of the Public Works Department oversees citywide transportation planning, traffic engineering, parking, bicycle and pedestrian planning, and alternative transportation programs. In partnership with neighborhood organizations, community groups, and local business associations, our office develops short and long range policy recommendations and directs program implementation to support a safe and efficient transportation environment in Berkeley. Per Council direction, Berkeley is actively working on electrification of the fleet and a broader electric mobility roadmap.

THE POSITION

The Operations Manager manages Public Work's operations, maintenance, and repair of the City's streets, stormwater and drainage systems, buildings and facilities, environmental and safety programs, and fleet. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures. The inventory for this position includes 54 public buildings, 800+ vehicles and pieces of equipment, 214 miles of streets, 254 miles of sewer main, 130 miles of sewer laterals, 78 miles of storm drains, 300 miles of sidewalk, 6,000+ streetlights, and a staff of over 110 employees, including direct supervision of three superintendents and a safety officer. Budget development and management experience are required.

THE IDEAL CANDIDATE

The Corporate Yard's ideal candidate for Operations Manager will be an effective people manager and team builder who is able to handle complex, hard-to-solve challenges in a fast-paced environment. The selected candidate will have the ability to instill efficient safety protocols and procedure in both use of equipment and field practices through his/her supervisors and have strong communication and interpersonal skills necessary to develop positive working and business relationships, including with union/labor partners. Experience in implementing work order and maintenance management systems, managing budgets, contract administration, emergency and/or departmental operations centers, as well as some experience implementing programs to abate trash and debris related to homeless encampments are strongly preferred. Candidates who share the City's environmental and social values (e.g., climate change, electrification of fleet and facilities, green infrastructure,) are ideal.



QUALIFICATIONS

- Bachelor's degree from an accredited college or university in environmental science, engineering, business or public administration, or a closely related field.
- Four (4) years of progressively responsible experience in the management of public works field operations and maintenance.
- Three (3) years of supervisory experience.
- Additional qualifying supervisory experience or advanced related program planning may be substituted for the required education on a year-per-year basis.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Must be able to work evenings and weekends.

COMPENSATION AND BENEFITS

The salary range for this position is \$126,418 - \$155,208.

This position is covered by the Public Employees Union, Local One

To view benefits, please click on the following link:
https://www.cityofberkeley.info/uploadedFiles/Human_Resources/Level_3_-_General/BenefitsAndCompensationMatrix.pdf

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date is Wednesday, March 24, 2021.

To be considered for this exceptional career opportunity, please submit your cover letter with résumé, and a list of five professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. Forward materials to: <https://executivesearch.cpshr.us/JobDetail?ID=1750>

CPS HR  CONSULTING

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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The City of Berkeley will then select finalists for panel interviews. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round. For additional information about this position please contact Frank Rojas.

