

CITY OF GRAND JUNCTION

GENERAL SERVICES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Direct, manage, supervise and coordinate the activities and operations of the Project Team, Facilities and Solid Waste divisions within the General Services Department; coordinate assigned activities with other divisions, departments and outside agencies; provide highly responsible and complex administrative support to the Director of General Services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of General Services.

Exercises direct supervision over assigned project team, facilities and solid waste staff.

PRIMARY DUTIES--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Manage assigned staff and functions through subordinate supervisors; recommend and approve new hires, terminations and disciplinary actions; ensure training and staff development activities; manage staffing costs.
2. Oversee and coordinate the services and activities of the Project Team, Facilities and Solid Waste divisions including the development of project goals and outcomes; establishment of schedules, means and methods for cross departmental projects, facility maintenance and construction, solid waste, and recycling services and activities.
3. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; develop long-range business plans; recommend and administer policies and procedures.
4. Plan, coordinate, implement, and review a variety of maintenance, repair, and reconstruction activities in area of assignment; develop project goals and outcomes; determine priorities and allocate resources; coordinate work crew activities with other crews, divisions, and departments as well as outside agencies and contractors.
5. Oversee and participate in the development and administration of the annual budget for the Project Team, Facilities and Solid Waste divisions; participate in the forecast of funds needed for staffing, equipment, materials and supplies; evaluate cost-saving or revenue-producing approaches; monitor and approve expenditures; implement adjustments.
6. Plan, implement, and coordinate the replacement of existing facilities and building equipment; participate in the full range of operations, maintenance, repair and construction duties including to perform the most difficult duties assigned to the work unit.
7. Serve as the liaison for the General Services department with other divisions, departments, outside agencies, and the general public; respond to and resolve difficult and sensitive inquiries and complaints; receive, research, and respond to requests for service and information; establish and maintain cooperative working relationships with regulatory agencies.

CITY OF GRAND JUNCTION

GENERAL SERVICES MANAGER

8. Provide responsible staff assistance and technical expertise to the Director of General Services; recommend modifications to project, facility, solid waste and recycling programs, policies and procedures as appropriate.
9. Perform other duties of a similar nature or level.

QUALIFICATIONS

Knowledge of:

Principles of supervision and training.
Principles of budget preparation and administration.
Operations, services and activities of a comprehensive custodial and building maintenance program.
Modern and complex principles and practices of street maintenance, construction and repair work.
Methods, practices, materials, tools and equipment common to street maintenance, solid waste removal, building repair and cleaning.
Types and level of maintenance and repair activities generally performed in a street maintenance solid waste program.
Elements of construction technology as they relate to assigned construction, maintenance and repair activities.
Principles and practices of program development and administration.
Customer service principles and problem resolution techniques.
Recent developments, current literature and information related to street and other infrastructure maintenance, construction technology and energy management.
Occupational hazards and standard safety precautions necessary in the work.
English usage, spelling, grammar and punctuation.
Modern office technology and equipment, including computers and related software applications.
Applicable tools and equipment operations.
Applicable Federal, State and local codes, laws and regulations.

Ability to:

Oversee, direct and coordinate the work of assigned staff.
Participate in the development and administration of program goals, objectives and procedures.
Prepare, monitor, and administer budgets.
Respond to requests and inquiries from the general public and City employees.
Prepare clear and concise technical, administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and work from sketches, penciled layouts, blueprints and prepare plans for minor projects.
Establish and maintain accurate records, logs, and files.
Interpret and apply Federal, State and local policies, laws and regulations.
Operate and use modern office equipment including computer and various software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Equivalent to:

Experience:

Five (5) years of increasing responsible street systems, solid waste operations, construction and facility maintenance experience including two (2) years of administrative and supervisory responsibility.

CITY OF GRAND JUNCTION

GENERAL SERVICES MANAGER

Training:

Bachelor's Degree from an accredited institution with course work in construction technology, civil engineering or a related field.

Other combinations of experience and education that meet the minimum requirements may be substituted.

License or Certificate

Possession of, or ability to obtain, a valid Colorado driver's license.

WORKING CONDITIONS

Environmental Conditions:

The job is performed in the following working environment:

Office environment.

Physical Conditions:

The job is characterized by:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The following physical activities are very or extremely important in accomplishing the job's purpose and are performed on a daily basis:

While performing the duties of this job, the employee is required to sit for prolonged periods. The employee is regularly required to see, hear, talk, stand, twist and use repetitive motions in the conduct of work. The employee is also required to perform light lifting.