

PUBLIC WORKS FLEET AND INFRASTRUCTURE SYSTEMS MANAGER

County of Alameda

Hayward, CA



THE COMMUNITY

Alameda County is the geographic center of the San Francisco Bay Area, located on the east side of the Bay across from the San Francisco peninsula. Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay Area for more than two decades. The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, plus its range of available housing and business opportunities. The County itself is one of the most diverse regions in the country.

Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The region is home to three professional sports teams: the Oakland A's, Oakland Raiders, and the Golden State Warriors. The wine country of the inland Tri-Valley area, the Chabot Space and Science Center, and outstanding outdoor recreational facilities bring additional opportunities for recreation, relaxation, and education. The University of California, Berkeley and California State University, East Bay are just two of the distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible including the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system.

THE COUNTY

Established in 1853, Alameda County has a population approaching 1.6 million residents making it the second largest county in the Bay Area and the seventh largest in the State. The County encompasses 14 cities including Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City as well as 6 unincorporated communities and rural areas that span a total of 738 square miles. The City of Oakland is the seat of County government and is also the largest city in Alameda County.

The County operates under a charter form of government and is governed by a five member Board of Supervisors elected on a nonpartisan basis from the districts in which they live, and serve four year staggered terms. The Board is responsible for setting policy, overseeing all County operations, approving the organization's annual budget, and representing the County in a number of areas including its numerous special districts and regional agencies. The Board appoints the County Administrator, who is charged with overseeing County operations and services as well as developing the overall budget.

Alameda County employs over 9,000 employees working in 21 different agencies and departments and has an annual budget of nearly \$2.7 billion. As a major urban county, Alameda delivers a full spectrum of services, including general government and internal services, health care, social services, public works, criminal justice, and other public safety services for a population that is culturally and ethnically diverse.

The County's mission is to enrich the lives of its residents through visionary policies and accessible, responsive, and effective services. Its vision is to be recognized as one of the best counties in which to live, work, and do business.

For more information, visit <https://www.acgov.org>.

THE PUBLIC WORKS AGENCY

The Alameda County Public Works Agency has a continuing commitment to public services, with a focus on improving the overall safety and quality of life of Alameda County residents. Its mission and goal is to provide, maintain and preserve public infrastructure in an efficient and effective manner, while promoting a healthy and sustainable environment that supports safe and livable communities. The Agency values community engagement and participation, and performs its tasks in transparent and responsive manner.

THE POSITION

The Public Works Fleet and Infrastructure Systems Manager is responsible for the oversight of the Public Works Agency's fleet programs and the heavy equipment repair shop. This person assures timely repair and maintenance of the Agency's heavy equipment, determining vehicle needs, drafting vehicle specifications, and coordinating necessary modifications to equipment. This individual has oversight on the Agency Infrastructure Systems and provides direction to those who assist in the management of information related to it. Finally, the Public Works Fleet and Infrastructure Systems Manager administers and manages the California Driver's License Pull Program and the Bi-Annual Inspection Terminal Program, Infrastructure Management System. Examples of duties are as follows:

- Assesses Agency vehicle needs; reviews equipment availability, establishes priorities and assigns equipment accordingly; reports on status of fleet to Agency management; ensures that vehicles have current valid licenses; assists in the development of equipment replacement program meeting with vendors and suppliers and recommending minimum standards for equipment and parts; drafts vehicle specifications; and, prepares the budget for the Agency's light and heavy equipment rolling stock and heavy equipment shop operations.
- Establishes priorities and coordinates equipment repair schedules with the Public Works Fleet Supervisor and determines preventative maintenance schedules; evaluates use of equipment and recommends modifications to perform various functions; evaluates equipment repair costs versus replacement costs; determines feasibility of equipment rental versus purchase of new equipment; schedules rental of equipment; and, meets with equipment and parts suppliers to discuss and resolve technical equipment maintenance problems.

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- Investigates all Public Works Agency accident reports; recommends action on safety suggestions; serves as a member of the Safety Committee; and, administers and maintains records for the California Driver's License Pull Program and the Bi-Annual Inspection Terminal Program.
- Reviews and recommends equipment rate changes; monitors shop billing documents, inventories and commercial documents; receives and approves purchase requisitions; investigates and corrects billing errors and/or complaints; maintains files, both manual and automated, to generate reports; employs computer database to determine utilization factors, costs of operation, and maintenance costs; determines needs, purchases, and maintains records for the Agency's pagers, radios, and cellular phones; and, administers the Agency's radio system.
- Leads the Agency in sustainable fleet policies, practices and strategic plans and participates in the development and implementation of departmental goals, policies and strategic plans.
- Explores grant opportunities and writes grant proposals; develops, administers and monitors program budgets, grants contract and fiscal activities; and, tracks expenditures and revenue.
- Reviews operational and vehicle utilization records and confers with subordinates to determine the parts, materials and equipment needed for the Agency's vehicle program; initiates requisitions for supplies and equipment, contractual repair services, vehicles and related equipment; and, conducts an annual analysis of the fleet to determine the vehicle replacement schedule.
- Manages acquisition and parts delivery Agency-wide.
- Manages and operates automated fleet and infrastructure systems and recommends changes to those systems necessary to maximize the use of resources.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, charismatic leader who cultivates talent, grows and develops staff, and carries forward the objectives of leadership. This person will be a creative problem solver with a business mindset who challenges the Fleet and Infrastructure Systems Team to embrace new and more efficient ways to complete its work and improve customer service. This will include, among other things, better use of the Agency's asset management system. The Public Works Fleet and Infrastructure Systems Manager will provide clear direction, hold people accountable, and provide immediate feedback to help staff members learn from their mistakes and move forward. The best qualified candidate will have a positive outlook, flexible attitude, prior management and budgeting experience, and excellent communication skills.

Education and Experience:

Requires either the equivalent of two years of full-time experience in the class of Public Works Fleet Supervisor or an equivalent or higher level class specializing in the repair and utilization of vehicles, with at least one year of that experience managing infrastructure systems related to fleet in the Alameda County classified service or the equivalent of four years of full-time journey-level experience in scheduling and assigning the maintenance of vehicular equipment for a public agency, construction firm, or similar setting. Two years of the required experience must have been in a supervisory capacity; and one year of the required experience must have been managing infrastructure systems related to fleet. Possession of a valid California Class C Driver's License is also required.

COMPENSATION & BENEFITS

The annual salary for this position is \$112,798.40. In addition, Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. These benefits include but are not limited to*:





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For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Employee Mortgage Loan Program
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

HOW TO APPLY

Please **apply on-line** by **Friday, June 14, 2019** at www.alliancerc.com.

For questions and inquiries, please contact:

Cindy Krebs or Sherrill Uyeda

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