

PUBLIC WORKS OPERATIONS MANAGER

City of Lynwood, CA





THE CITY

Lynwood is a small, progressive city located approximately 13 miles south of downtown Los Angeles. The 70,000 people who call Lynwood home enjoy mild weather year-round, quaint neighborhoods, and easy access to shopping, dining and daily services.

THE CITY GOVERNMENT

The City of Lynwood is a general law city pursuant to California law and operates under the Council-Manager form of government. Five City Council Members are elected at large to four-year, staggered terms. The Mayor and Mayor Pro Tem are selected by their peers for one-year terms. Other elected officials include the City Clerk and City Treasurer. While most of the municipal operations and services are encompassed within the City, Lynwood contracts with the County for public safety services through the Los Angeles County Sheriff and Fire Departments. The County also operates the popular Lynwood Library located within the Civic Center. In addition, City Attorney services are provided contractually by a private firm specializing in local government. The City Council is supported by the four Commissions and Boards: Community Development Block Grant Advisory Board, Public Safety/Traffic & Parking Commission, Personnel Board, and Planning Commission.

City Departments include:

- City Manager's Office
- City Attorney
- City Clerk
- City Treasurer
- Community Development
- Finance & Administration
- Human Resources
- Information Technology
- Public Works
- Recreation & Community Services

Lynwood's FY 2019-20 budget totals \$193,431,207 (including CIP). The City has a workforce of 200 and employees are represented by two associations/bargaining groups, the Lynwood Employees' Association (LEA), and the Lynwood Employees Management Group (LEMG).

For more information, visit <http://lynwood.ca.us>.

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THE DEPARTMENT

The Department of Public Works is responsible for maintaining and repairing the City's water system, sewer system, streets, storm drains, street lighting, traffic signals, parks, median islands, buildings and related facilities. In addition, the Department oversees tree maintenance and administers the trolley bus, oil recycling, refuse collection/recycling, street sweeping and garage programs. Other key focus areas for the Public Works Department include: planning, designing and constructing capital improvement projects and reviewing and issuing permits for private development projects in compliance with NPDES, ADA, and other regulations and laws. For additional information about the Department's activities, visit <http://lynwood.ca.us/public-works/>.

THE POSITION

The Public Works Operations Manager assists in the administration and management of the Public Works Department's field operations including streets and storm drain systems and facilities, landscape, building maintenance, street lights, traffic signals, electrical systems, park facilities, median islands, trees, painting and striping, weed abatement, and bus shelters; manages field supervisory and administrative support personnel; assists with additional public works projects within the Public Works Department; assists with the development and management of the Department budget with the Director of Public Works; accepts responsibility for all personnel related issues for assigned functions; and performs related duties as required.

The City of Lynwood offers a team-oriented environment; the Public Works Operations Manager will be well-supported by subordinate managers and a strong peer group, both within Public Works and other City Departments.

THE IDEAL CANDIDATE

The ideal candidate will have excellent project management skills and be at ease working in a department where City employees and consultants work together to deliver excellent service to the community. This individual will be a supportive leader who engages his/her team members and ensures that everyone feels valued and appreciated. The successful candidate will be collaborative, work well with people in other departments, and have a flexible attitude that allows him/her to adapt well to change. Because Lynwood is a small city, the Public Works Operation Manager can expect to personally lead a wide variety of high profile projects. One of the most rewarding aspects of this position will be the opportunity to help department staff sharpen their technical skills and hone their leadership abilities by assigning them challenging, fulfilling work.

Examples of the types of projects included in the Public Works Department's work plan are:

- Median, sidewalk, streetscape, traffic flow and ride quality improvements on city streets. The city has \$15M in upcoming projects.
- Landscape and lighting improvements
- Facility improvements, including building rehabilitation and upgrades
- Solar infrastructure installation
- Park upgrades. The city has \$6M in upcoming projects.
- Water and sewer construction projects. The city has \$30M in upcoming projects.
- SCADA system installation (Phase 2)

Education and Experience:

Graduation from an accredited college or university with major coursework in public administration, business administration, finance, accounting, environmental science, construction management, or a related field and five (5) years of progressively responsible Public Works operations experience managing field operations in the areas of streets, trees, traffic signals, sidewalks, parks and facilities maintenance or public works project management. At least two years supervising staff is required. A master's degree is highly desirable. Substantially relevant experience may be substituted for the education on a year-for-year basis.

Special Requirements:

Possession of a valid California Class C driver's license issued by the California State Department of Motor Vehicles and good driving record.

Must be available during non-regular work hours for on-call, stand-by, and emergency calls.

COMPENSATION & BENEFITS

A competitive salary (\$107,340 - \$134,202) and the following benefits will be offered to the successful candidate:

Retirement - CalPERS 2% @ 62 benefit formula for new employees; 3% @ 60 benefit formula for current members of CalPERS (or reciprocal agency) and individuals who have less than a six month break in service.

- All employees are required to pay the 8% Employee Paid Member Contribution (EPMC).
- Medical Insurance - The City contributes up to \$1,128.40 per month towards any medical plan selected by the employee and his/her eligible dependents.
- Dental/Vision Insurance - The City will contribute up to 80% of the family premium for dental and vision insurance.
- Life Insurance - Life, AD & D covered at 100% by the City.
- Deferred Compensation - The City offers a choice of two deferred compensation providers.
- Vacation - Accrued at two weeks each year with increases based on years of service and 20 hours of personal leave.
- Sick Leave - 96 hours annually
- Executive Leave - 90 hours annually
- Holidays - 11 paid holidays and 4 days floating holidays annually
- 4/10 Work Schedule (City Hall is closed every Friday)
- Media Allowance and Auto Allowance
- Additional Benefits may include: Longevity Pay, Education Incentive, Bilingual Pay, an Employee Assistance Program, and opportunities for Citywide Training and a flexible schedule.

HOW TO APPLY

Please **apply on-line** by **September 16, 2019**, at www.alliancerc.com. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 or ckrebs@alliancerc.com.

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