



## **MANAGER, MUNICIPAL SERVICES**

**FLSA: Exempt**

Grade 32 \$65,045.99 - \$104,073.59

### **GENERAL DEFINITION**

Position manages the day to day operational functions of solid waste management, fleet maintenance, and building maintenance and administration. Employees in this classification manage the solid waste and recycling programs, the fleet maintenance and replacement schedule, and comprehensive buildings and facility maintenance activities. Position supports other departmental priorities as directed. Provides, recommendations, and assistance to the department director and staff in all aspects of functional areas of responsibility.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, assigns, delegates, and distributes operational schedules for the staff and functions undercharge.
- Ensures compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to facilities management, fleet administration and solid waste management
- Assists in preparation and administration of the department's annual operations and capital budget; ensures adherence to and compliance with adopted budgets and established budgetary procedures.
- Evaluates operating policies and procedures and recommends new or modified policies and procedures to improve overall efficiency.
- Manages solid waste administration, establishing routes, staff schedules, and overall safe operations; manages recycling programs and initiatives of the department.
- Manages building and facilities administration regarding physical integrity of structures, proper operations with respect to the various trade disciplines (e.g., HVAC, electrical), and physical appearance.
- Manages fleet administration regarding vehicle repair and maintenance; determines replacement needs and recommends such according to established life cycles and material condition of fleet.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Receives and responds to inquiries and concerns from the general public, local business, and regulatory agencies; researches and provides response and resolution accordingly.
- Manages and arranges for contracts for service with Broward County, private sector consultants, and other providers of goods and services as required for the effective and efficient functioning of assigned divisions.
- Ensures the overall safe operating conditions and operations for staff undercharge; provides training and advisement in proper methods for ensuring adherence to safety policies and regulatory standards.

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- Maintains current knowledge of trends and developments in the various technical disciplines for application to functions undercharge, e.g., solid waste management, building maintenance and administration, and fleet management.
- Conducts quantitative analysis in researching issues and preparing recommendations
- Prepares concise and effective reports in support of recommendations to senior management and the City Commission.
- Oversees the performance of assigned staff to ensure complete compliance with all City policies and practices and establishes a positive work environment to enhance employee growth and professional satisfaction.
- Requires regular attendance to scheduled work shifts.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Substantial knowledge of the principles and practices applied to the organization, management, and supervision of solid waste management, fleet management, and facilities management.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects.
- Considerable knowledge of regulatory standards, local codes and ordinances, and state and federal standards affecting solid waste, fleet, and facilities management.
- Considerable knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, manage, and review the work of others in a manner conducive to achieving high-quality performance and compliance with established code, ordinance, statutes, and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding the provision of municipal services, or other information as may be determined by City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

### **MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Master's degree in Public Administration or related with one-year broad exposure to administrative aspects of work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities

**Or**

Bachelor's degree in Public Administration or related field, with a minimum of 4 years of broad exposure to administrative aspects of work, e.g., budget development and administration, human resources management, organization, and delegation of responsibilities.

**Or**

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High School Diploma with 5 to 7 yrs. experience in municipal Public Works. Functioning in a supervisory or management capacity with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization, and delegation of responsibilities.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders, or steps.
- The employee must frequently lift and/or move up to 5 pounds.
- Vision ability includes close and peripheral vision and depth perception.
- Oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date