



## About Los Altos

Los Altos is a full service City with a budget of approximately \$39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

## Position

Under general direction from the Public Works Director, supervises the day-to-day activities of the Maintenance Division; plans, organizes and supervises the maintenance and repair of City streets, storm drains, sewers, parks, trees, buildings and vehicles; manages the Municipal Service Center; develops plans and procedures to improve operations; establishes and implements employee performance standards and performs other related work, as required.

## Ideal Candidate

In addition to demonstrating superior maintenance knowledge and experience, the ideal Maintenance Services Manager will exhibit the ability to serve as a leader for the Maintenance Services Department. Maintenance professionals who display continued interest in developing as leaders and have histories of mentoring and enhancing the knowledge and skill set of others are strongly encouraged to consider this opportunity.

The ideal candidate will be a skilled manager of people who takes personal ownership in the success and development of his/her subordinates. A team-oriented manager, he/she will have a track record of being an effective supervisor whom others aspire to work with.





## Typical Duties / Essential Functions *(Duties may include, but are not limited to the following)*

Plans, organizes and directs the Citywide program of street, park, building, storm drain, tree, and vehicle maintenance and repair activities. This position supervises four maintenance supervisors and office support staff; may work with line level personnel in scheduling and assigning maintenance and repair work and periodically inspects work in progress, completed projects, and may occasionally direct field activities. Reviews estimates of labor and material costs for work to be performed; plans, schedules and directs priority projects and resolves work problems as necessary. Prepares and controls the Maintenance Division budget and assists in the development of the capital improvement program budget. Monitors revenue and expense budgets on an ongoing basis. Prepares correspondence and reports. Supervises the training and development of Maintenance Division employees, performs written staff evaluations, and develops and implements performance standards. Interviews and advises on the hiring, and selection of maintenance staff. Provides support to other peers and staff, and occasionally makes presentations before City Council, Planning Commission, and other boards and commissions as required. Represents the City and acts as a liaison with other governmental agencies, receives and reviews complaints from the public and ensures the appropriate response is made. Prepares equipment specifications and secures estimates and bids for purchasing equipment, materials and supplies. Supervises the warehousing and issuing of tools and supplies located in the Municipal Service Center. Develops service level criteria, measures and tracks progress and implements modifications as needed to achieve desired results. Directs the maintenance of records and prepares periodic reports of maintenance and repair activities; reviews plans and specifications and makes recommendations regarding maintenance, construction and operations aspects; confers with contractors, sales representatives, engineers and members of the general public on construction and maintenance problems and procedures. Performs other related duties as required.

## Minimum Qualifications

### Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of streets, parks, buildings, storm drains, sewers, trees, vehicles, and related public works structures.
- Principles of organization, leadership, supervision and staff development.

### Skill in:

- Directing and inspecting the technical details of street and sewer maintenance and repair work.
- Planning, assigning and directing the activities of employees engaged in street, sewer, and park maintenance and repair work, automotive repairs, and building maintenance duties.
- Inspecting work performed to insure compliance with specifications.
- Evaluating the effectiveness of maintenance activities and implementing changes as needed.
- Establishing and maintaining cooperative working relationships with municipal officials, subordinate employees and the general public.





### Ability to:

- Plan, organize and supervise the work of employees engaged in a variety of maintenance and repair activities.
- Read and interpret construction plans and specifications.
- Maintain operational records, prepare clear and comprehensive written reports.
- Write specifications for maintenance services and equipment replacement.
- Operate general business software (Microsoft Office Suite and inventory and stock record-keeping systems;) with a high level of proficiency.
- Serve in an on-call or standby status during off hours to address public works emergencies.

### Experience and Education

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Seven (7) years of increasingly responsible experience in the construction, maintenance, and repair of municipal public works facilities or services, including five (5) years of experience at a level equivalent to the class of Public Works Supervisor or Manager.

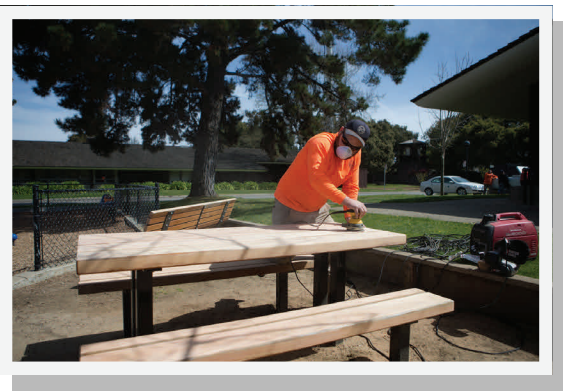
**Education: High School Diploma required.** An Associate's or Bachelor's Degree is desired. Additional relevant coursework or trades experience is highly desired.

**Required Licenses or Certificates:** Possession of or ability to obtain, prior to employment, a Class C California Driver's License and a satisfactory driving record.

### Salary and Benefits

\$4,158- \$5,055 bi-weekly or \$8,316- \$10,110 monthly

- For new employees who are existing members of the California Public Employee Retirement System (CalPERS) the retirement formula is 2% @ 60. Employee pays 7% of salary for employee CalPERS retirement benefit.
- For new CalPERS members, retirement benefits are pursuant to the California Public Employee's Retirement Reform Act of 2013 (PEPRA) Section 7522.10, employees hired on or after January 1, 2013 will have a retirement formula of 2% @ 62 and will pay up to 50% of the normal CalPERS retirement cost. Normal cost is determined yearly by CalPERS actuarial.
- Choice of HMO or PPO plans through CalPERS Health Benefits
- Dental Reimbursement Plan





## Application Procedure

**Interested and qualified applicants must submit no later than 5:00pm, Friday, November 7, 2014.**

Applications may be obtained in the following ways:

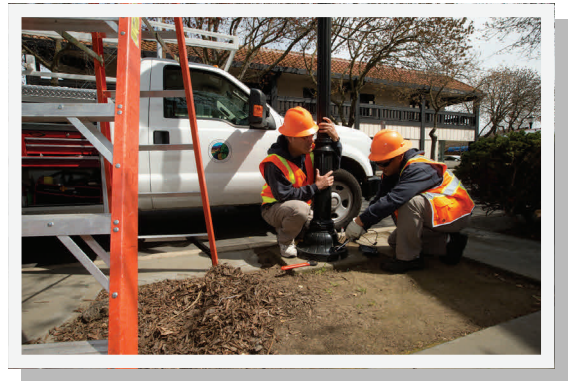
- Apply online at [www.calopps.org](http://www.calopps.org), Member City: Los Altos
- Visit the City of Los Altos website at [www.losaltosca.gov/jobs](http://www.losaltosca.gov/jobs) to print the application form
- Obtain in person by visiting Los Altos City Hall

## Selection Process

All applications will be reviewed. Those most closely matching the City's desired qualifications and needs will be invited to participate in the interview process, including a panel interview.

## Background Requirements

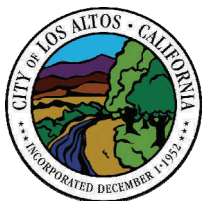
Finalists will be required to undergo a background investigation check. Past criminal convictions cannot be grounds for automatic disqualification; all candidates will be evaluated on a case-by-case basis.



The selected candidate will be required to complete a pre-employment physical examination.

## Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you are a qualified individual with a disability as defined by the ADA/FEHA and you need reasonable accommodation to participate in the interview process, you must notify the Human Resources Division at time of application. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.



City of Los Altos  
1 N San Antonio Road  
Los Altos, CA 94022

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