

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF FIELD SERVICES**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employee
Probationary Period:	One Year	Approved by City Council:	1-20-09
Classification Series:	Field Services	Resolution No.:	2009-3
FLSA Status:	Exempt		

*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**

Under general direction of the City Manager, this executive position manages the overall operation of the Department of Field Services pursuant to the Municipal Code; reports directly to the City Manager, and provides leadership and vision for the future.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plans, organizes, staffs, directs and controls maintenance services provided by the Department related to all public owned lands and right of ways including environmental compliance and or regulations parks and landscaped areas, buildings and facilities, sewer lines, storm drains, streets, weed abatement, vehicle maintenance, traffic signals, street lights, pavement and pavement markings, graffiti removal, etc.;
- Analyzes community needs and develops programs to meet these needs in accordance with established City policy and available resources;
- Work with independent contractors and prepare appropriate contracts, analyzes problems, responds with submission or subsequent;
- Manages the solid waste, recycling functions mandated by State and Federal regulations;
- Directs preparation of and administers the Department Budget;
- Recommendations to City Manager and City Council;
- Administers service contracts associated with the areas of responsibility;
- Formulates plans for capital improvements;
- Directs preparation of applications for grants of the areas of responsibility;
- Selects, supervises, trains and evaluates the work of professional, skilled, clerical, and semi-skilled employees;
- Serves as technical and professional advisor and provides staff support to City Council and Council appointed commissions and committees;
- Maintains official maps, records, and files, supervises, trains, and evaluates personnel;
- Meets and confers with groups and organizations concerning Field Operations services, or as directed;
- Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan;
- Assists in administration of confidential employer-employee relation matters;
- Attends meetings, conferences, and seminars;
- Belongs to professional organizations and represents the City for self enrichment;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF FIELD SERVICES**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employee
Probationary Period:	One Year	Approved by City Council:	1-20-09
Classification Series:	Field Services	Resolution No.:	2009-3
FLSA Status:	Exempt		

(Continue)

- Assumes responsibility for ensuring the duties or the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation required;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Municipal government and maintenance department organization, administration and operations;
- The principles methods, procedures, practices, methods, equipment, and materials to develop areas, facilities and services to meet regulation compliance including environmental regulations and community needs;
- The laws, codes, rules and procedures which apply to municipal maintenance, as well as the procedures involved in their enforcement;
- Knowledge of public works and field operations related to the establishment of maintenance programs for the public infrastructure;
- Municipal budget administration and capital improvement programs;
- Global, Federal, State and local trends and foresee future needs;
- Projects and develop long range plans, including the physical, financial and program phases;

**Skills:**

- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software applications;

**Ability to:**

- Efficiently and effectively manage the operation of the Field Services Department;
- Acquire and administer grant-in-aid programs and projects;
- Formulate budget estimates and administer a department budget;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Establish and maintain smooth and effective working relationships;
- Handle confidential information with discretion;
- Maintain official documents and records;
- Communicate effectively to groups, organizations, and the public in writing and orally;
- Deal calmly with rude or angry people;
- Establish and maintain effective working relationships with other governmental and private agencies, officials, employees and the public;
- Legally licensed to operate a motor vehicle in the State of California;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF FIELD SERVICES**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employee
Probationary Period:	One Year	Approved by City Council:	1-20-09
Classification Series:	Field Services	Resolution No.:	2009-3
FLSA Status:	Exempt		

(Continue)

- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Willingness to assume responsibility to maintain a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from an accredited college or university with a degree in related field or equivalent training, education and experience.

**Experience:**

Six (6) years of increasingly responsible full-time paid management experience in Field Maintenance administration.

**License or Certificate:**

A valid Class C Drivers License may be required for positions in this class.

**Physical Requirements:**

Must meet approved physical and medical standard for the position.