



## ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY **FIELD and FACILITIES DIRECTOR**

**Divisions include Solid Waste, Streets, Fleet Maintenance, and Facilities**

Pay Range: \$85,000 to \$100,000 annually DOE/Q plus benefits

FLSA Status: Exempt (not eligible for overtime)

Candidate of choice must pass pre-employment drug test, criminal background and fingerprint check.

**Qualifications:** In order to be considered for this position candidates must have all of the following: (1) Bachelor's Degree in Management, Business or Public Administration (Master's preferred) or closely related field; (2) city or county public sector employment in the U.S.; (3) demonstrated financial analysis/management experience; and (4) ten (10) years full time work at the supervisory level in municipal operations and/or service delivery including a position at the managerial level within or otherwise directly overseeing one or more of the following functional areas: street maintenance, utilities operations and maintenance, solid waste, sanitation, vehicle/equipment fleet management, facilities maintenance and construction.

**Tasks:** Under general direction of the City Manager/Deputy City Manager oversees all facets of the City's Field and Facilities Department which is comprised of Streets, Sanitation/Solid Waste (residential and commercial) and recycling services, Central Garage (fleet maintenance) and Facilities divisions; identifies needs, recommends and implements new programs, policies and procedures and develops long and short term planning, goals and objectives for the department; continually evaluates the efficiency and effectiveness of the department and division operations, programs, procedures and use of resources; establishes and manages department budget, negotiates contracts with vendors; analyzes personnel and financial reports and implements measures to ensure cost-effective department/division operations; determines appropriate staffing, equipment and other resources required to safely and efficiently provide City services to both internal and external customers; prepares and delivers department relevant presentations to Mayor, Council, other departments and citizen groups as required; provides recommendations and direction to division superintendents; coordinates department meetings and participates in management team meetings; maintains current knowledge of applicable laws and regulations, OSHA safety standards, industry trends and advances; maintains professional organization affiliations including AZ SWANA (Solid Waste Association of North America) membership; attends workshops, professional conferences and training as necessary; completes special projects as directed by City Manager/Deputy City Manager.

**Knowledge, Skills, and Other Characteristics:**

Knowledge of Federal, State and City of Prescott Code, policies, procedures and ordinances related to solid waste management, recycling programs, streets, fleet maintenance and facilities preferred.

Knowledge of supervisory methods and techniques related to field, fleet and facility maintenance operations.

Knowledge of public works operations and maintenance.

Knowledge of occupational safety, hazards, health policies and procedures.

Knowledge of administrative procedures, practices and principles.

Knowledge of public infrastructure Maintenance Management Systems (MMS).

Skill in preparing, defending and administering budgets.

Skill in performance based supervision, evaluating, training and motivating employees in a teamwork atmosphere.

Skill in planning, prioritizing, directing and managing diverse projects and activities in all four divisions.

Skill in written communications for administrative and technical purposes.

Skill in effectively communicating in both one-on-one and group situations.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships with State, Federal, elected officials, subordinate staff, City residents, contractors, vendors and outside agencies.

Skill in initiating, evaluating proposals, negotiating, awarding, and administering contracts for fleet and facility maintenance, solid waste, recycling, landfill, asphalt and aggregate materials, and street maintenance contracts..

Must be proficient in word processing, data reporting, spreadsheet, database, presentation, e-mail, internet and other applicable programs.

**Physical and Visual Ability:** sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicles as needed in addition to physical requirements listed above. Freedom from mental disorders which would interfere with performance of duties as described.

**Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person, by radio and telephone.

**Deadline: Application and resume must be received by 5:00 PM December 8, 2011.**

Visit our website at [www.cityofprescott.net](http://www.cityofprescott.net) for application

**Send application and resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
928-777-1315 928-777-1347 800-748-6205 TDD 928-777-1100 Fax 928-777-1213

**Electronic application and resume accepted at Email:** [personnel@cityofprescott.net](mailto:personnel@cityofprescott.net)

Posted: November 18, 2011

Craig McConnell \_\_\_\_\_  
City Manager

Mary Jacobsen \_\_\_\_\_  
Human Resources Director

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MAJOR BENEFITS FOR ALL FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Twelve days paid sick leave; Employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security and other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.