City of Española
Job Description

Job Title: **General Services Director**
Department: **General Services**
Reports To: **City Manager**
FLSA Status/Union: **Exempt/Not Covered**

SUMMARY:

Under the direction of the City Manager, the **General Services Director** is responsible for the administrative management and coordination of planning, scheduling, development and implementation of daily activities, duties, special events and projects within the General Services Departments. Managing the General Services maintenance departments includes but is not limited to General Services Building Maintenance, Fleet Maintenance and project management, and includes additional duties as assigned. The General Services Director is responsible for overseeing the work of the department personnel. The Director shall ensure that all work is completed in best practice relevant to local, state and federal codes, regulations, policies, and contracts. The Director will require emergency call back at any time.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager

SUPERVISION EXCERCISED:

Provides direct supervision to General Services Department staff under the direction of the City Manager; management and supervision of General Services Division, Fleet Division, and project management, and to include additional duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following**:** Other duties may be assigned. *This is not intended to be an all-inclusive list of the duties, skills, and responsibilities of the General Services Director.*

1. Creates and implements an annual and five-year Comprehensive Master Plan for development of all divisions and projects under the General Services Department with emphasis on public health, safety and welfare.
2. Assists each division supervisor/coordinator in preparing annual budgets; review and maintain the divisionôs operating budgets; perform analyses on activities such as program requirements, cost projections and work performances.
3. Provides visionary, innovative leadership, which encourages and recognizes creativity, flexibility at all levels of the programs; plans, assigns, directs and evaluates the activities of employees in the selected divisions.
4. Reviews inventories on-hand and in current use for operating divisions; prepares bid specifications and as authorized under the Procurement Policy, oversees and directs purchasing of equipment and supplies necessary.
5. Manages the preparation of, and maintains, various reports such as property damage, inventory, equipment usage and maintenance expenditures, personnel and payroll outlay.
6. Plans and coordinates the use of departmental personnel, equipment and materials for all assigned projects: creates and maintains advance planning and cost analyses for projects, programs and activities

or events involving the divisions; implements new programs and approves designs to economize operations and improve services.

7. Responsible for the training of all departmental personnel; reviews training literature, courses, seminars, curriculum, etc., to enhance on-the-job skills and knowledge as well as cross-training; authorizes staff attendance of training conferences as appropriate and as budget allows; ensures division staff are licensed/certified accordingly for work being performed.
8. Conducts employee performance evaluations for subordinate supervisors and foremen; recommends appropriate corrective/or disciplinary actions in accordance with personnel policy and union contracts, adhering to all EEOC requirements; coordinates with Human Resources Department as needed; ensures compliance with various Human Resources rules and regulations, including City policies; recommends and implements personnel actions as necessary to maintain structure and discipline.
9. Interviews contract staff; oversees work performed by contract employees; provides technical or procedural guidance on contract projects; serves as project manager for contract projects; responsible for the management of RFP & Bid phases and construction phases of all Capital Improvement Projects within the departmentôs responsibilities. Must maintain all records; approve pay estimates, approved change orders and closeout projects.
   Interacts with local organizations and agencies providing professional planning and development information, including conducting public presentations.
10. Implements strategic planning of new facilities, including capital projects; evaluates and prepares specification for new equipment; plans and schedules maintenance and construction projects; and authorizes expenditures for equipment and supplies.
11. Responds to emergencies during and after work.
12. Participates with City Manager in determining overall policy and direction for General Services Department; establishes priorities for short-range and long-range projects including capital improvement projects; coordinates implementation of projects, plans; responsible for ensuring achievement of Department goals.
13. Maintains a favorable working relationship with all employees to promote a cooperative and harmonious working environment in order to facilitate positive employee morale, improvement and, and continued productivity; communicates clearly and directly with employees concerning performance expectations, and accountability. Responsible for suggesting methods to improve area operations, processes, efficiency, and service to both internal and external customers.
14. Shall be required to represent the City of Espanola in various agencies and events within the State of New Mexico.
15. Prepares and reports all updates to the Committee and City Council on a monthly basis of the Departmentôs activities and potential goals.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of planning, organizing and directing work of professional and technical staff; negotiating contracts with developers, engineers, designers, vendors, service providers, and government entities.
- Knowledge of preparing and making effective public presentations.
- Knowledge of municipal organizational principles, best practices in construction and maintenance standards, methods, materials, equipment and costs.
- Knowledge of architectural and civil engineering designs as they relate to municipal buildings and street designs, including interpreting construction designs and plans.
- Knowledge of the management organization, personnel management, local and state procurement policy, and administrative implementation.
- Knowledge of accounting management principles, practices, techniques and tools.
- Knowledge of customer services standards and procedures.

- Skill in preparing technical reports, estimates, construction and maintain records.
- Skill in planning, assigning, managing and instructing technical work to personnel.
- Skill in public and interpersonal relations.
- Excellent oral and written communication and analytical skills required.
- Skill in developing policy and procedure documentation.
- Skill in operating business computers and office machines, including in Windows environment, specifically Word, Excel, Access, accounting systems and presentation software such Power Point.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to work under strict time constraints and meet daily, weekly and monthly deadlines.
- Ability to read and understand construction documents including plans (ñblueprintsò) and specifications; ability to perform materials calculations from plans and specifications.
- Ability to inspect construction and maintenance work.
- Ability to communicate effectively, both verbally and in writing.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to make procedural decisions and judgment involving sensitive and confidential issues under stressful conditions.
- Ability to solve problems and interpret situations using disparate information.
- Ability to maintain confidentiality.
- Ability to be persuasive and tactful in controversial situations.
- Ability to handle multiple tasks, meeting deadlines, as well to work independently.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelorôs degree in a course study related to the occupational field AND four years increasingly responsible experience including supervisory experience, OR the equivalent of eight (8) yearsô experience in a related field to include supervisory experience.
- General Knowledge and Management Experience sufficient to thoroughly understand the diverse objectives and functions of the City of Española in order to direct and coordinate work within the division / department.
- Possess and maintains a valid New Mexico driverôs license and be insurable by Cityôs vehicle insurance provider.
- Preferred qualifications include knowledge or experience which provides understanding of civil, environmental, or transportation engineering principles and/or construction management.

PHYSICAL DEMANDS:

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. Must be adaptable to multi-task and adapt with frequent interruptions, deadlines and details involving ongoing external audits and departmental obligations. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear; having ability to occasionally lift 50 lbs. Specific vision abilities required by this position include long-term close vision, color vision, and ability promptly adapts and adjusts focus.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT:

Work is performed in a drug, alcohol, and smoke free environment, which requires all employees to comply. Employee may be required to work extended hours beyond an eight (8) hour shift, to include weekends. Potential hazards of the job include various stress management, maintain professional levels in dealing with the public and personnel. Duties performed indoors are in a temperature controlled environment; for any field work that may be required, various environmental conditions may exist. The noise level in the work environment is usually moderate to loud while in the field. There is a possibility of exposure to toxic gases, infectious agents, and chemicals, and may work near traffic and around heavy equipment with possibility of physical risk. Must be careful and alert when performing duties and be able to work under some stressful conditions.

EMPLOYEE DECLARATION:

I have read the above position specifications. I understand the demands and expectations of the position described and to the best of my knowledge, I believe that I can perform these duties.

_____	_____	_____
Employee Name (Print)	Employee Signature	Date

Approved and revised September 2016

City Manager: _____