

COMPENSATION & BENEFITS

Annual salary is \$90,355.20. Management Benefits Cafeteria Plan includes:

Health and Dental Insurance	Management Paid Leave
Employee and Dependent Life & AD&D Insurance	County Allowance Credit
Health/Dependent Care Flexible Spending Plan	Voluntary Disability Plan
Vacation	Retirement Plan covered by the 1937 Act
Sick Leave	Deferred Compensation Plan Available
Holidays (paid and floating)	Professional Development Opportunities

APPLICATION PROCESS

If you are interested in this exciting opportunity, please complete an application and supplemental questionnaire on-line at www.acgov.org/hrs. The final filing deadline is **Monday, April 28, 2014, at 5:00 p.m. PST**. Applications will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to participate in the next step of the selection process.

TENTATIVE SELECTION SCHEDULE

Application and Supplemental Questionnaire
Final Receipt Date: **April 28, 2014**

Screening for the best qualified candidates:
Week of May 12, 2014

Panel Interviews: **May 29, 2014**

Targeted Appointment Date: **June 23, 2014**

SUPPLEMENTAL QUESTIONNAIRE

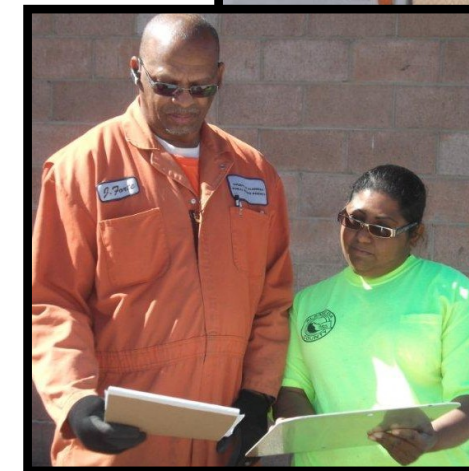
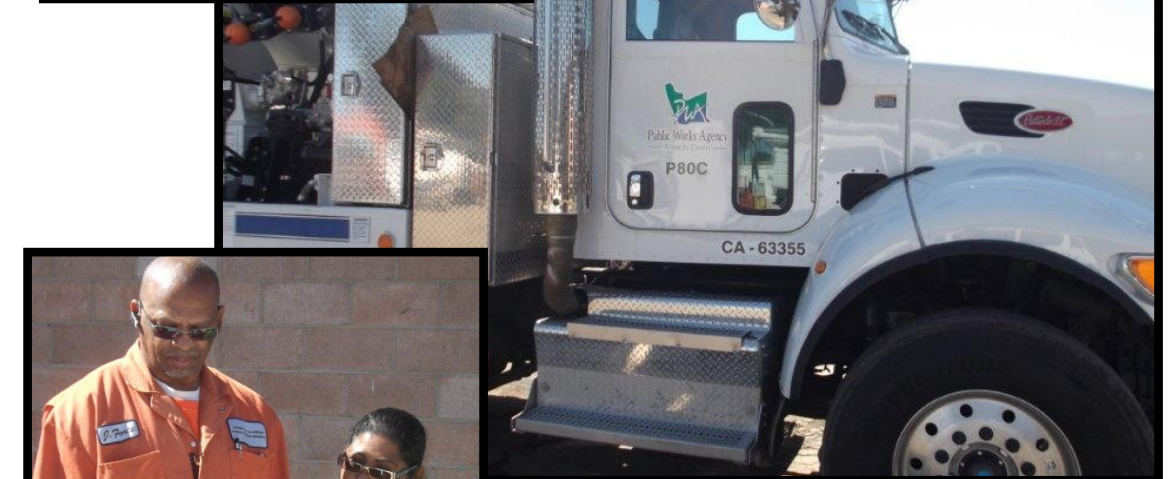
This supplemental questionnaire is designed to evaluate your experience and your ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of your past accomplishments and challenges. Please prepare responses which describe the specific situations, your role and actions taken, and the impact your actions had on the organization or the particular project outcome.

1. Describe your management philosophy and supervisory style.
2. Describe your most challenging assignment in terms of responsibilities, budget, personnel supervised, programs, etc. Include a description of the assignment, information about who you reported directly to, classifications that you supervised, types of reports and written documents produced, technology used, etc.
3. Describe your level of expertise and ability related to English grammar, spelling, reading comprehension, etc., and give examples of the types of written documents and reports produced and the audience that received them.
4. Describe your experience as it relates to vegetation management including landscape maintenance, tree trimming and removal, weed and pest abatement, etc. Include any related certification or licenses that you hold such as Pest Control Advisor, Arborist certification, etc. These certifications can be uploaded in the "other tab" of the application.
5. Describe your experience working with employees with differing levels of competence and motivation.

If you have questions about this brochure, please contact:
Monique Hill, Human Resources Analyst, monique.hill@acgov.org, 510-208-4841

Invites you to apply for the position of

PUBLIC WORKS FIELD MAINTENANCE SUPERVISOR



The Alameda County
PUBLIC WORKS AGENCY

Alameda County is an Equal Opportunity Employer



THE PUBLIC WORKS AGENCY MISSION STATEMENT

Enhance the quality of life for the people of Alameda County by providing a safe, well-maintained, and lasting public works infrastructure through accessible, responsive, and effective services.

THE PUBLIC WORKS AGENCY VALUES

- Promoting responsibility through transparency and accountability.
- Being responsive to those we serve.
- Providing effective, high-quality service to the public.
- Recognizing our unique qualities as individuals and treating one another with respect and compassion.
- Innovative and progressive approaches and accepting the associated risks.

THE AGENCY AT A GLANCE

Public services provided by the Agency include flood and storm water pollution control; transportation planning and design; roadway and flood control maintenance and inspection; and construction and building inspection.

The goals of the Agency are to keep roads safe and well-maintained; provide the highest level of flood protection; provide service levels that optimize infrastructure life cycles and minimize deferred maintenance; ensure that development and construction adhere to applicable State and County rules; optimize disaster preparedness, response and



recovery; ensure that Agency's operations and services minimize negative impacts on the environment; and sustain and advance County and Agency programs through a vital business and administrative support system. To accomplish these goals, the Agency has 289 full-time equivalent positions in a variety of professional, technical, clerical, and skilled-trades classifications, with an approved Agency budget for Fiscal Year 2014-15 of \$330 million.

THE MAINTENANCE AND OPERATIONS DEPARTMENT

The Maintenance and Operations Department is comprised of approximately 125 full-time equivalent positions tasked with making Alameda County a safe place to live and work. The Department consists of two main divisions, the Fleet Division and the Maintenance Division, which has five skilled sections—Road Transportation, Traffic Safety, Flood Protection, Pump Stations and Drawbridges.

THE POSITION

The Public Works Field Maintenance Supervisor is the first-line supervisor responsible for all operations, maintenance, and construction in Alameda County Road Department and Flood Control Districts. The incumbent will be responsible for the direct supervision of crew leaders, laborers, heavy truck drivers, heavy equipment operators, tree trimmer climbers, gardeners, yardworkers, maintenance aides, and other staff in the performance of maintenance and construction in Road and Flood Control facilities and their appurtenances. The position reports to the Field Maintenance Superintendent and has operation locations in both Hayward, CA and Dublin, CA.



THE IDEAL CANDIDATE

The Alameda County Public Works Agency is recognized by the community and professional organizations as a leader in innovation, service delivery, and employee excellence. The ideal candidate will have the following critical attributes:

- Proven **supervisory experience** in a maintenance, construction, or labor field, planning, overseeing, and guiding crew leaders, laborers, heavy truck drivers, heavy equipment operators, street sweeper operators, tree trimmer climbers, gardeners, yardworkers, maintenance aides, and multiple work crews in the performance of maintenance and construction work on roads, flood control areas, and facilities.
- **Outstanding organizational skills**, including the ability to independently prioritize tasks and work on multiple projects simultaneously and be able to provide status updates on projects upon request.
- Ability to ensure that work is completed accurately and in accordance with specified plans, permits, budgets, federal, state, and local regulations.
- **Exceptional communication skills**, both written and oral, and the ability to communicate effectively with staff, management, and members of the public.
- Ability to **consistently maintain effectiveness even when experiencing changes** in work responsibilities, personnel, priorities and deadlines, and takes prompt action to meet deadlines.
- Ability to **identify and understand complex problems and concepts and apply logical thinking and quantitative methods to gather and analyze information** to make sound decisions, exercise sound judgment based upon the available data, design solutions, and formulate and articulate action plans proactively.
- Ability to **set goals for self and staff and appropriately monitor work** to achieve established work goals.
- Demonstrate knowledge and awareness of **safety regulations** for self, personnel, and equipment, and the ability to identify safety issues and take corrective action.



SPECIFIC REQUIREMENTS

EXPERIENCE: The equivalent of four years of full-time experience in the construction or maintenance of roads, flood control facilities, or other engineering structures, at least two years of the required experience must have included supervisory responsibilities. (Satisfactory completion of ninety course work hours of the American Public Works Association (APWA), Public Works Institute, or satisfactory completion of the APWA Donald C. Stone Level 1 Public Works Supervisor curriculum may be substituted for one year of the required experience.)

OR

Completion of a 2-year degree, or higher, in Business Administration, Engineering, Construction or Public Administration may be substituted for two years of required experience.

AND

License (required for all of the above patterns):

Possession of a valid California Class C Driver's License with no moving violations for the past 18 months

California Pest Control Advisor License, Qualified Applicator Certificate, and/or Arborist Certification preferred