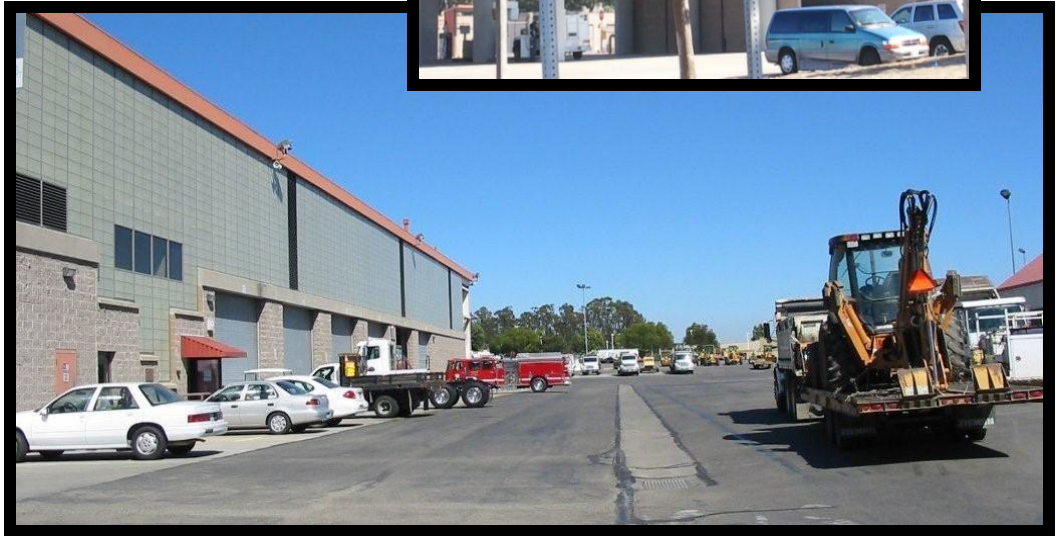
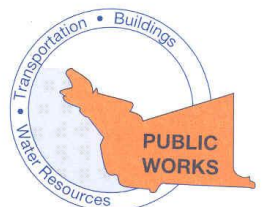


invites you to apply for the position of

PUBLIC WORKS FLEET AND INFRASTRUCTURE SYSTEMS MANAGER



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.

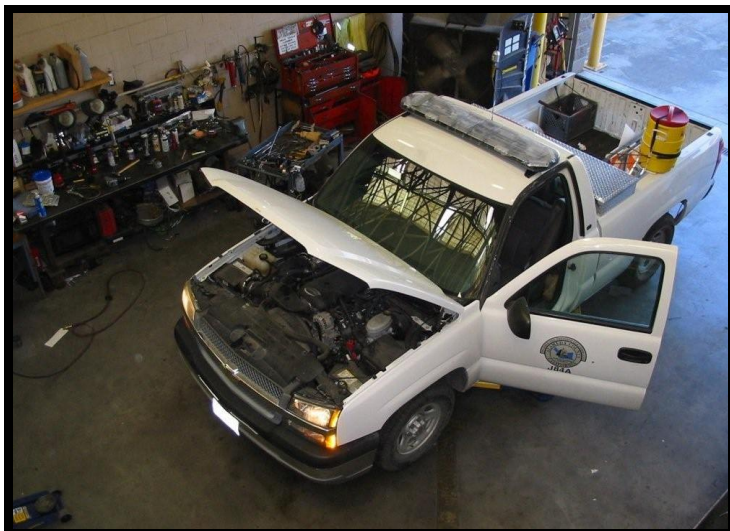
THE PUBLIC WORKS AGENCY VALUES

- 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 the 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 438 full-time equivalent positions in a variety of professional, technical, clerical, and skilled-trades classifications, with an approved Agency budget for Fiscal Year 2011-12 of \$160 million.

THE MAINTENANCE AND OPERATIONS DEPARTMENT

The Maintenance and Operations Department is comprised of approximately 197 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 Fleet and Infrastructure Systems Manager is a second-line supervisor responsible for the oversight of the Agency's fleet programs and the heavy equipment repair and replacement operations, including overall administration and management of the California Driver's License Pull Program, the Bi-Annual Inspection Terminal Program, and Infrastructure Management Systems. The incumbent is expected to ensure the timely repair and maintenance of the Agency's heavy and light-duty equipment, determine vehicle needs, draft vehicle specifications, and coordinate any necessary modifications to vehicles. The position reports to the Deputy Director, Maintenance and Operations and is located in Dublin, CA.

THE IDEAL CANDIDATE

The successful candidate will be a key member of the Agency's Maintenance and Operations Department leadership team. 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 ability to develop, refine, and facilitate the implementation of selected initiatives in collaboration with key stakeholders. Additionally, the ideal candidate will be:

- An **experienced manager** with public or private sector experience in the implementation and operation of computerized maintenance management systems and a thorough knowledge of budgetary, purchasing, contract and grant administration practices and procedures.
- A **savvy user of complex maintenance infrastructure systems** and related up-to-date technologies with a continuous pulse on current industry trends.
- Able to **identify and understand complex problems** and concepts, apply logical thinking and quantitative methods to gather and analyze information, make sound decisions, exercise good judgment based on available data, design solutions to problems, and formulate and articulate action plans proactively and collaboratively.
- Able to **consistently maintain effectiveness and poise** when changes in work priorities require prompt action to accomplish objectives.
- A **great communicator and listener**, quick and clear thinking, calm under pressure.
- **Trustworthy and persuasive**, exhibiting leadership qualities that elicit the trust of staff and others; able to inspire confidence and build support within and outside the organization.
- An **approachable and politically astute leader** with a style that quickly fosters trust, loyalty, respect, commitment, and partnership while being a champion of policy/practice changes.
- An **innovative thinker** who combines ideas in unique ways and can explore situations from multiple perspectives while quickly calculating risks and initiating action to achieve a recognized benefit.

FLEET SUMMARY AND KEY INITIATIVES

The Fleet Division operates two major repair facilities and two mobile units. The Division maintains and repairs over 350 Public Works Agency vehicles and off-road heavy equipment and more than 225 additional units owned by outside agencies within Alameda County. The Public Works Fleet is driven approximately 1,202,270 miles annually and consumes 157,375 gallons of fuel.

The Fleet Division also provides maintenance and 24-hour repair service and is responsible for the alternative fuel programs, which includes compressed natural gas, hybrid electric and bio-diesel powered vehicles.

The Fleet Division operates as a self-contained budget, and charges back costs to Public Works departments via an hourly usage rate and by time and material for outside agencies.

Key Initiatives

Implementation of Collision Avoidance System

Installation of GPS Fleet Tracking System

Development of Fleet Business Plan

Development of Marketing Strategy for Fleet Services to Outside Agencies

Implementation and Administration of Web-based Infrastructure Management System

SPECIFIC REQUIREMENTS

Experience: The equivalent of two years' full-time experience in the class of Public Works Fleet Supervisor or an equivalent or higher level class specializing in the repair and utilization of vehicles, with at least one year of that experience managing infrastructure systems in the Alameda County classified service (non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts).

OR

The equivalent of four years' full-time journey-level experience in scheduling and assigning the maintenance of vehicular equipment for a public agency, construction firm, or similar setting; two years of the required experience must have been in a supervisory capacity; and one year of the required experience must have been managing infrastructure systems.

License: Possession of a valid California Motor Vehicle Operator's license.

COMPENSATION & BENEFITS

Annual salary is \$96,824.00. Management Benefits Cafeteria Plan includes:

Health and Dental Insurance
Employee and Dependent Life & AD&D Insurance
Health/Dependent Care Flexible Spending Plan
Vacation
Sick Leave
Holidays (paid and floating)

Management Paid Leave
County Allowance Credit
Voluntary Disability Plan
Retirement Plan covered by the 1937 Act
Deferred Compensation Plan Available
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, October 17, 2011, 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.

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 the processes that you have used in developing a vehicle/equipment replacement program. Please include details of the conception, development, and implementation of the program. What role did you play and actions did you take? What were the results?
2. Describe your role in advising executive management in making financial decisions, budgetary analysis, purchasing, and contract and grant administration practices and procedures. What role did you play, what actions did you take, and what were the results? Please describe in your response, the size of the budget and the magnitude of the operations.
3. Describe your role in the administration and management of a Driver License Pull Program and the Bi-Annual Inspection Terminal Program. Describe the major issues faced, your approach and the results.
4. Describe your experience in managing a complex automated fleet or infrastructure management system. Describe the technology and applications used, your specific role and the results.
5. Describe the most challenging employee relations issue you have encountered. Describe the incident, the steps you took within the organizational structure, the processes, policies and procedures followed and the result.
6. Describe your approach to management and leadership in the planning, scheduling and supervision of staff. Describe the major issues faced, your role, and the results.

TENTATIVE SELECTION SCHEDULE

Application and Supplemental Questionnaire
Final Receipt Date: **October 17, 2011**

Screening for the best qualified candidates:
Week of October 24, 2011

Panel Interviews: **Week of November 14, 2011**

Departmental Hiring Interview:
Week of November 28, 2011

Targeted Appointment Date: **December 12, 2011**

If you have questions about this brochure, please contact:
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