
CITY OF CARSON

JOB TITLE: Public Works Operations Manager
AGENCY: City of Carson
LOCATION: Carson, CA
FILING DEADLINE: Friday, January 10, 2022
SALARY RANGE: \$111,360 – \$142,128 Annually DOE

THE OPPORTUNITY

The City of Carson is offering an excellent opportunity for an experienced, self-motivated public works professional from the private or public sector to use their talents in partnership to create a lasting impact on a community rapidly transforming itself into a premier 21st century city. Ideal candidates will be capable of thriving in a fast-paced organization and have the ability to build trust and confidence within the Public Works Department while also developing ways to operate more efficiently and effectively. This is a chance for a capable public works or construction project manager or senior civil engineer to promote into a leadership role, or for a consultant or private sector professional to transition into the public sector.

THE POSITION

Under direction of the Director of Public Works, the Operations Manager performs project management duties for the Public Works Department's Engineering, Operations and Maintenance Divisions, including Engineering, Facilities, Landscape Maintenance, Right of Way, and Fleet Maintenance. Key skills and tasks include understanding the principles, practices, rules and regulations of engineering, construction and maintenance activities; maintaining records and ensuring regulatory compliance and applicable safety standards and procedures; and supervising and evaluating the performance of assigned staff. This position assists in managing the City's Capital Improvement Program's schedules and budgets and the related professional services; participates in the development of the Department's annual budget; and performs related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced engineer and project manager, well versed in modern principles and practices of engineering and program and project management, with effective verbal and written communication who possess broad experience in public works. The successful candidate will have effective interpersonal skills to interact with staff professionally and positively, a proven work history of growth, the ability to effectively implement projects, and possess a passion for public service and who would like to make a true difference in a community by actively transforming and optimizing processes and seeking creative solutions to overcome challenges. This position is ideal opportunities for individuals that are seeking creative solutions to overcome challenges.

Key skills and characteristics

- Demonstrated skills and experience with planning, design, and project management, and implementation of large and smaller community public works projects
- Ability to develop engineering schedules, prepare budgets and cost estimates, manage, and monitor contracts. A skill set on Primavera or similar project management software is ideal
- A skill set to train, mentor, and evaluate personnel
- Able to provide expertise in municipal engineering, particularly related to capital improvement projects and municipal operation activities
- Approachable. Seeks open communication, collaboration, and a desire to work in a team-oriented environment
- Flexible. Able to meet clear goals and expectations, while remaining agile with the ability to adapt to changing priorities
- A 'roll up their sleeves' type of person who understands the importance and value of providing high performance and excellent services to a community

For more details about this opportunity, please visit the job brochure at:
<https://koffassociates.com/wp-content/uploads/2021/11/Rev3-Carson-PWOM.pdf>.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) at: <https://koffassociates.com/public-works-operations-manager/>.

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:

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