

## **GENERAL SERVICES MANAGER, 9601**

### **Task List 2021**

1. Plans, assigns, directs, organizes, and reviews, through subordinate supervisors, the activities of a large division engaged in the design, construction, operation, repair, and maintenance of major power and water facilities, including generating plants, receiving and distribution stations, trunklines, water mains, regulator stations, pumping stations, dams, earthworks, reservoirs, wells, and other Department of Water and Power facilities in order to maximize the utilization of human resources and maintain facilities' functions.
2. Directs through subordinate supervisors, the work of employees engaged in the following department-wide functions: central repair and fabrication, engineering services, facilities maintenance, general construction, and business services in order to maximize the utilization of human resources.
3. Directs the operation and maintenance of shop facilities, including battery, machine, and metal fabrications, and general office facilities in order to maintain facilities' functions.
4. Directs division engineering activities as they relate to the purchase, inspection, modification, maintenance, and repair of the Water and Power System's electrical, mechanical, and construction equipment in order to maintain facilities' functions.
5. Directs the development, review, implementation, and maintenance of the division's safety policies, procedures, work and training programs in order to enforce all policies and regulations.
6. Directs the planning and supervision of division activities, including expenditure and personnel programs, development and modification of division policies and procedures, and the formulation and execution of efficiency and cost reduction studies pertaining to division operations in order to coordinate and supervise activities carried out in a large water and power facility.
7. Prepares strategies and goals for the division in order to coordinate with other sections and divisions and within the context of department objectives.
8. Works with management and executives from labor organizations, City Departments, and government agencies on projects, personnel, operations, safety, confidential and highly sensitive issues in order to plan and direct work programs.
9. Confers with and conducts meetings with subordinates regarding personnel, supply and purchasing requirements, expenditures, priorities, major facility overhauls, and related matters in order to formulate and apply policies, procedures, methods, and plans.
10. Participates in meetings and serves on committees regarding organizations, personnel, facilities utilization, work programs, purchases, contracts, surplus and salvage material disposition, and other managerial problems of the division in order to plan and direct work programs.
11. Directs division accounting, cost control, budgeting, personnel, clerical and related functions in order to maximize the utilization of human resources and maintain facilities' functions.

12. Directs the preparation of the division budget, formulates staffing levels, and reviews and authorizes budgetary requests submitted by subordinate supervisors in order to accomplish strategic goals.
13. Directs, through subordinate supervisors, the preparation of complex statistical and narrative studies and analyses of problems; represents the division and/or department before private, public, and other governmental agencies in order to accomplish strategic goals.
14. Enforces all department safety policies and Federal, State, and Local regulations in order to comply with all city and departmental policies and regulations.
15. Applies sound supervisory principles and techniques in order to build and maintain an effective workforce.
16. May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies in order to stay current with the changing regulatory landscape.