

## **PUBLIC WORKS MAINTENANCE & OPERATIONS MANAGER**

### **DEFINITION**

To provide leadership to City employees assigned in streets, parks, and building maintenance; to manage, direct, plan, organize, and coordinate activities and operations for parks, streets, buildings and city-owned facilities and equipment; to provide highly responsible and complex staff support to the Public Works Director/City Engineer.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Public Works Director/City Engineer. Responsibilities include supervision of subordinate Division staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

#### **Essential**

Manage, direct, plan, organize, and coordinate assigned projects and activities in the Public Works Division.

Develop and direct the implementation of goals, objectives, policies, work standards, and priorities.

Manage maintenance related capital improvement projects including planning coordination with consultants, contractors, city-departments and divisions, and outside agencies.

Monitor and evaluate the efficiency and effectiveness of service delivery and methods and procedures; recommend within departmental policy, appropriate service and staffing levels.

Supervise and review the work plan for maintenance staff; provide training; assign work and projects; identify and implement skills development and training programs; review and evaluate performance, work products, methods, and procedures.

Direct fleet and equipment maintenance and repair activities.

Prepare a variety of letters and formal correspondence including grant applications, request for proposals and contract bid documents.

Negotiate and administer contracts for maintenance activities; assist in budget preparation and administration.

Serve as the liaison for the Division with other departments, divisions and outside agencies; and resolve and respond to citizen inquiries and complaints.

Prepare and present staff reports and other correspondence; prepare requisition of supplies and equipment as needed.

Implement ongoing compliance requirements with applicable laws and regulations including OSHA, Alcohol Drug and Testing Program, Emergency Preparedness programs, and Safety Programs..

Provide responsible staff assistance to the Public Works Director/City Engineer.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance services.

Important

Perform related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

- Principles and practices of program development and administration.
- Methods, tools and techniques employed in construction and maintenance operations.
- Principles and practices of contract negotiation.
- Principles and practices of municipal budget preparation and administration.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive maintenance program.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Direct street, storm drainage, park and building maintenance activities.
- Negotiate and administer contracts for maintenance activities.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in maintenance, construction, and/or engineering experience including two years of administrative and supervisory responsibility.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, engineering or a related field.

License or Certificate:

Possession of a valid California Driver's License; Civil Engineering Registration is desirable.

**PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, face-to-face or verbal contact, finger dexterity, light grasping, eye-hand coordination, conversations and telephone conversations; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, driving, vision accuracy (far), depth perception, field of vision, accommodation, color vision; up to 3 hours of lifting, carrying or pushing/pulling 10lbs. or less; 6 to 8 hours of vision accuracy (near).

**MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; standard problems; simple to complex- reading, writing, and math skills; spatial; clerical; forming, coordinating, analyzing, compiling, comparing, mentoring, negotiating, supervising, diverting, persuading, speaking-signaling, serving; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

**WORK ENVIRONMENT:**

Work is performed indoors and outdoors; at unprotected heights; with moving machinery; on slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; exposure to moderate office noise; use of hard hat and protective clothing.