



Public Works Maintenance Manager

Department/Division:	Public Works/Maintenance
Reports To:	Director of Public Works/City Engineer
Provides Direction To:	Public Works Maintenance Supervisor, Street Maintenance Workers, Equipment Operator, Equipment Mechanic and other staff
Date Prepared:	June 1, 2022

GENERAL PURPOSE

Under administrative direction, manages, plans and coordinates the activities and operations of the Maintenance Division within the Public Works Department; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Public Works Director; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Works Maintenance Manager is a division manager in the Public Works Department and exercises direct supervision over maintenance, technical, operations, administrative support, and supervisory staff and reports to the Public Works Director. This position has a broader range of functional accountability, decision-making authority, budgetary accountability, and supervision exercised than the Public Works Supervisor position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Coordinates the organization, staffing, and operational activities of Streets Maintenance Section within Public Works, including street sweeping, storm drainage, street maintenance, traffic signal lighting, street lighting, graffiti maintenance, and street signage, striping, and legends.
2. Oversees the City's Fleet Maintenance Section, which includes developing and assessing fleet maintenance functions, equipment purchasing, safety program administration and development and parts procurement for the City's Fleet Maintenance operations, as well as Department of Motor Vehicles records.

3. Participates in the development and implementation of goals, objectives, policies, and priorities for maintenance and field services; identify resource needs; recommends and implements policies and procedures.
4. Selects, trains, motivates and evaluates public works personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
5. Manages, coordinates and reviews work plans for providing maintenance and field services and projects with other maintenance divisions, Engineering, and other departments; meets with staff to identify and resolves problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
6. Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
7. Participates in the development and administration of program budgets for the Maintenance Yard and related programs and services; forecasts additional funds needed for staffing, equipment, materials, and supplies; manages and approves expenditures and recommends adjustments, as needed; administers maintenance contracts and agencies for City services.
8. Coordinates public works activities with other divisions and outside agencies and organizations; provides staff assistance to the Public Works Director; prepares and presents staff reports, Traffic Safety Committee agenda items, inspection and certification reports, and other records and correspondence.
9. Ensures the adherence to safe work practices by maintenance personnel; assumes responsibility for any hazardous waste materials generated by public works services or functions; maintains appropriate records of materials; provides employee training in use and handling of hazardous materials.
10. Attends and participates in professional group meetings; stays informed of new trends and innovations in the field of street maintenance, street lighting, storm drainage and street sweeping.
11. Investigates and resolves public complaints.
12. Serves on-call and works on weeknights, weekends, and holidays, as needed, in order to coordinate or respond to maintenance incidents, seasonal weather hazards, and other special needs.

QUALIFICATIONS GUIDELINES

Knowledge of:

Operational characteristics, services and activities of a public works maintenance program; organizational and management practices as applied to the analysis and

evaluation of programs, policies and operational needs; modern and complex principles and practices of program development and administration; occupational hazards and standard safety precautions necessary in the work; advanced principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; maintenance inspection practices; pertinent Federal, State, and local laws, codes and regulations; modern office procedures, methods and computer equipment; principles and procedures of record keeping; and safe work practices.

Ability to:

Manage, direct and coordinate the work of supervisory, professional, technical, maintenance and clerical personnel; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction for the Division; prepare and administer large and complex budgets; recommend and implement goals, objectives, and practices for providing effective and efficient street maintenance, traffic signal lighting, street lighting, storm drainage and street sweeping services; prepare clear and concise administrative and financial reports; research, analyze and evaluate new service delivery methods, procedures and techniques; interpret and apply Federal, State and local policies, procedures, 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; and read and write English at the level required for successful job performance.

Education/Training/Experience:

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

Graduation from high school or equivalent and completion of college coursework leading to an Associate of Arts degree in civil engineering, public works administration, construction technology or a related field. Eight or more years of increasingly responsible experience in public works maintenance and operations experience involving street maintenance and construction services, and including at least two years of administrative and supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license issued from the California Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required.

Ability to serve on-call and work on week nights, weekends and holidays, as needed, in order to coordinate or respond to maintenance incidents, seasonal weather hazards, and other special needs.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or records or documents weighing up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied individuals.

WORK ENVIRONMENT

The employee regularly works in office conditions as well as outside weather conditions. The employee is exposed to traffic, wet or humid conditions, and vibration. The noise level is frequently loud.