

Job Description

OPERATIONS AND MAINTENANCE MANAGER

DEFINITION

Under general direction from the Assistant Director of Public Works, the Operations and Maintenance Manager plans, directs, manages, organizes, and monitors the Public Works operations and maintenance activities and staff, including streets, parks, drainage, pump stations, facilities maintenance and related construction activities; and provides complex administrative support and technical assistance to the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive.

- Directs the division work plan, projects and programs on a day-to-day basis as well as monitors workflow and reviews & evaluates work performed by maintenance personnel.
- Confers, assists and advises other Public Works personnel on proposed improvements, and problems related to Public Works assets including but not limited to streets, parks, pump stations, drainage facilities and facilities.
- Acts as a project manager for informal maintenance construction related to tree trimming, landscape maintenance, emergency storm repair, facility repair and other contracts as assigned.
- Develops and implements divisional goals, objectives, policies and procedures as well as reviews and recommends changes in organization and rules.
- Reviews plans for public works improvement projects related to maintenance activities.
- Schedules work crews to manage multiple works zones throughout the city in order to effectively maintain all levels of service for City streets, parks, drainage facilities and buildings.
- Develops and evaluates supervisory staff overseeing field personnel and ensures the development of maintenance staff.
- Provides technical information the City Staff, Council Members and the public; writes staff reports related to maintenance planning and scheduling; and prepares complex and sensitive reports and recommendations.
- Responds to and resolve difficult citizen inquiries and complaints.
- Meets with the public in small and large groups to discuss City Public Works policies, practices and problems.
- Proactively determines need for new equipment and facilities, major repair and rebuilding projects.
- Assists in the preparation and administration of the divisional budgets; develop budgetary program goals and objectives; review budgetary concerns and requests; advise Director of any anticipated deviations; review and approve expenditures.
- Manages and assists with the processing of project invoices, budgets, timesheets and financial documentation to facilitate maintenance activities.
- Coordinates Public Works activities with other City departments, State and County agencies.
- Supervises the development, administration and enforcement of departmental responsibilities in such matters as safety and emergency preparedness.
- Selects, supervises, trains and evaluates field maintenance subordinates.
- Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of Public Works maintenance and administration as applied to the design, construction and operation of Public Works assets, facilities and technical inspection services.
- Methods, materials and techniques employed in Public Works construction and maintenance.
- Principles and practices of modern office management.
- Recent developments, current literature and sources of information in municipal Public Works administration.
- Laws and codes related to Public Works maintenance.
- Principles of organization, administration, budget and personnel management including but not limited to scheduling, evaluations, financial project development and public interaction.

Ability to:

- Effectively manage and supervise Public Works personnel.
- Prepare plans, drawings, specifications, diagrams and make sketches.
- Interact and negotiate with contractors, engineers, and their representatives.
- Use a personal computer and related maintenance software.
- Supervise the preparation of maintenance records and prepare technical reports.
- Evaluate and resolve street, parks, and building maintenance problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.
- Work on an on-call basis during emergencies.
- Perform inspections and oversee work underground, and in unpleasant or potentially hazardous conditions.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities may qualify. A typical way of gaining the knowledge, skill and ability outlined above is:

- 1) Graduation from high school or equivalent AND ten years of progressively responsible experience in the maintenance or construction of public works assets, sewer lines and/or pumping facilities, or landscape maintenance and repair, including at least five years in a supervisory capacity.

OR

- 2) Five years of management experience overseeing and directing Public Works operations, maintenance, systems, programs, construction and related activities.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, plans and schematics; ability to write routine reports and correspondence; ability to speak effectively before public groups or employees in the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form and have the ability to deal with problems involving several variables in standardized situations. The Operations and Maintenance Manager shall have the ability to identify solutions to complex problems in order to manage and maintain the City's assets in safe and working condition.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid California driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. In the field the employee may be required to occasionally walk on rough and uneven surfaces. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends, on-call, and indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses a City vehicle. The noise level in the work environment is usually moderate.

Prepared by: Nash & Co
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