

PUBLIC WORKS MAINTENANCE MANAGER (MM)

DEFINITION

Under general administrative direction, performs responsible and professional managerial work in planning, organizing and directing the activities of the Public Works Maintenance Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Manages and supervises the maintenance and repair of streets, alleys, bridges, curbs, gutters, and parkway trees. Develops, prepares and administers the operating budgets for maintenance of an urban street environment of over 480 miles of streets; develops long-range infrastructure management plans; evaluates and makes recommendations on equipment, materials and work methods to improve operational efficiency; negotiates and executes agreements with consultants and contractors; establishes division goals and objectives; monitors and evaluates the performance of the division; establishes employee performance standards; supervises, trains and evaluates assigned staff; participates in the recruitment and selection of employees; prepares and makes presentations to Executive Management Team, City Council and other organizations; prepares Requests For Council Action, Resolutions, reports of activities performed and other documents or reports; analyzes and evaluates contracts and makes appropriate recommendations; investigates service requests and residents' concerns and takes necessary corrective action. Performs other related functions as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of progressively responsible professional-level experience, at least three years of which must have been in a supervisory or management capacity. Education equivalent to graduation from high school supplemented by college level work in business or public administration or other formal training in public works maintenance; or any equivalent combination of training and experience which provides the knowledge and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Program and project management; principles and practices of supervision; principles and practices of Total Quality Management; principles and practices of public administration; contract administration; budgeting procedures; principles and practices of public works construction and applicable State/Federal laws; street construction, repair and maintenance methods, materials and equipment; sign maintenance and street painting methods and materials; parkway tree and landscape maintenance standards; safe work methods, safety regulations related to the work; computer applications related to the work.

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Ability to: Develop, monitor and project major operating budgets; administer contracts; plan, prioritize and supervise various work programs involving a large number of employees; plan, organize, coordinate and supervise employees in an effective manner; recognize maintenance and repair needs and evaluate work methods and products; analyze data and make sound recommendations; select, support, and evaluate staff and provide for their training and development; prepare clear and concise records, reports, correspondence and other written materials; make formal oral presentations to a variety of groups; exercise independent judgment within general policy guidelines; read engineering specifications and drawings; resolve conflicts quickly and effectively; establish and maintain effective working relationships with City officials, employees, and the general public.

### SPECIAL REQUIREMENT

Possession and retention of a valid California Class C driver's license is a condition of employment in this classification.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

A successful Public Works Maintenance Manager is a creative leader committed to Total Quality Service with a thorough knowledge of modern and innovative maintenance procedures, and has the ability to make sound decisions under pressure. This individual has the capability of effectively supervising assigned personnel, and is a motivator and leader who creates a supportive, empowering team environment. This leader has an enthusiastic approach to work, is able to organize heavy workloads and is capable of ensuring that tasks are completed on time. This dynamic individual has outstanding interpersonal skills and works effectively with people of all ages and cultural/economic backgrounds, can communicate effectively both orally and in writing, and is responsible, courteous, and helpful when dealing with the public and co-workers.

Class title change from Maintenance Manager per Council Resolution No. 88-37,  
effective 7-1-88

ADA Approved: 4/94

Revised: 1/01