

STREETS MAINTENANCE MANAGER

DEFINITION

Under general direction, plans, organizes, directs and reviews all the programs related to the construction, maintenance, repair and cleaning of the City's street system and related public improvements.

DISTINGUISHING CHARACTERISTICS

This is a Division Head management classification that oversees, directs, and participates in all activities of the Streets Division. The Streets Maintenance Manager is responsible for the operation of the City's infrastructure maintenance program and performs responsible management in support of the Streets Division's goals and objectives. The position is also responsible for assisting the Director in the overall planning, administration, management of the Streets Division's functions, as well as select projects in the Public Works Engineering and Transportation and Maintenance Services Capital Improvement Program.

SUPERVISION RECEIVED

General direction is provided by the Director of Maintenance Services.

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, assigned field maintenance and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Plans, schedules, and coordinates street construction repairs and maintenance including asphaltic concrete placement, overlay, patching, crack sealing and deep lift repairs.

Plans and oversees a comprehensive program of street cleaning, including mechanical sweeping, flushing, leaf removal, and optimal scheduling of routes and equipment usage.

Plans and oversees a comprehensive street sweeping enforcement program designed to enhance the overall performance of street sweeping activities.

Plans and directs required concrete operations including finishing, forming, removals and replacement of curb/gutters, sidewalks, driveway approaches, storm drain systems, and other related public improvements.

Assists the Director and administrative staff in all budget development and planning.

Develops and maintains specifications for street maintenance system equipment including the development and recommendation of major purchases.

Inspects and supervises the work of City crews and outside contractors engaged for the purpose of street construction and/or repair.

Prepares cost estimates for maintenance and repair of streets and related facilities.

Prepares and maintains all necessary documentation and record keeping needed for compliance related to the City's annual storm water permit.

Coordinates maintenance activities with other City departments, divisions, and with outside agencies.

Ensures that emergency staff is available 24 hours a day, 7 days a week, to take necessary action in the case of unexpected emergencies.

Completes performance evaluations for all directly assigned staff, and ensures that same is prepared for all staff under the position's indirect supervision.

Prepares and provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Construction and maintenance equipment.

Materials, methods, and practices used in the repair and maintenance of street systems and related public improvements.

Occupational hazards and safety precautions necessary to safeguard against them.

City geography including street and drainage facilities, layout and location.

Principles of organization, administration, budget, and personnel management.

Ability to:

Interpret and work with sketches, penciled layouts, and blueprints.

Prepare plans for projects.

Design and maintain coherent records of division activities and prepare periodic reports from these data.

Communicate clearly and concisely both orally and in writing.

Select, supervise, train, and evaluate subordinate personnel.

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:

Five (5) years of experience in street maintenance, construction and repair including two (2) years of supervisory experience.

Education:

Equivalent to completion of 12th grade supplemented by college level courses in civil engineering, business or public administration.

Licenses and Certificates:

Possession and maintenance of a valid Class C California Driver License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

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AAP Group: 2

FPCC Status: Designated

FLSA Status: Exempt