

CITY OF SALINAS

MAINTENANCE SERVICES DIRECTOR

BARGAINING UNIT/CLASS CODE:

DEPT. DIR. / B12

DEFINITION

To plan, organize, direct and review the activities of the divisions comprising the Maintenance Services Department including street and sewer maintenance, wastewater treatment, landscape construction inspection, parks and forestry operations, building and vehicle/equipment maintenance; and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over professional, technical, and clerical positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Direct and participate in the development and implementation of goals, objectives, policies and procedures. Plan, organize, direct and review the operation and maintenance of the City's wastewater facilities. Plan, organize, direct and review public works maintenance and service functions. Review and approve plans for public works improvement projects. Supervise and participate in the development and implementation of the capital improvement program and budget. Respond to and resolve difficult citizen inquiries and complaints. Meet with the public in small and large groups to discuss maintenance services policies, practices and problems. Evaluate and recommend professional consultants and contracts. Determine need for new equipment and facilities, major repair and rebuilding projects. Supervise and participate in the preparation and administration of the department budget. Coordinate public works activities with other City departments and with outside agencies. Select, supervise, train, and evaluate professional, technical and clerical subordinates. Supervise the development, administration and enforcement of departmental responsibilities in such matters as equal employment, safety and emergency preparedness. Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty. Prepare written and oral reports to staff, Commissions, and City Council. Represent the City before the City Council, community, outside agencies, and at professional meetings as required. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance occasionally over the sounds of traffic and machinery, using a two-way radio on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, walk on uneven surfaces; physical strength to lift up to 20 lbs., on occasion up to 30 lbs; physical stamina sufficient to sit for prolonged periods of time, and occasional need to walk or stand for long periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

The primary duties of this position involve working in a business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. There is a periodic requirement to work outdoors in all weather conditions, walk on rough surfaces, and endure extreme climates.

**CITY OF SALINAS
MAINTENANCE SERVICES DIRECTOR (continued)**

QUALIFICATIONS

Knowledge of:

Principles and practices of construction, operation, and maintenance pertaining to public works facilities, landscape inspections services, wastewater treatment operations and solid waste operations. City policies and procedures governing inspections, maintenance, and wastewater treatment operations. Methods, materials and techniques employed in public works construction. Technical, legal, and financial problems involved in the conduct of the municipal public works program. Codes, ordinances, resolutions, and laws affecting the operation of the Department of Maintenance Services. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to streets, sewers, wastewater plants, and other public works areas. Principles and practices of modern office management. Recent developments, current literature and sources of information in municipal public works administration. Principles of organization, administration, budget and personnel management.

Ability to:

Plan, organize, direct and review the activities of a large City department in manner conducive to full performance and high morale. Delegate authority and responsibility and schedule and program work on a long-term basis. Communicate clearly and concisely, orally and in writing. Plan, organize, supervise, and control the work of engineering personnel, field crews, building trade technician, construction inspectors, and other public works personnel. Prepare a departmental budget. Prepare accurate and comprehensive reports. Draft contract documents. Establish and maintain effective working relationships with others. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Driver's License. Possession of California Pesticide Applicator Certificate and Pesticide Advisor License is desirable. Possession of an International Society of Arboriculture certificate is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties, would be any combination equivalent to a Bachelor Degree in Public Administration, Organizational Behavior, Business Management or a related field and eight (8) years of increasingly responsible experience administrating a major public works or similar division, including professional and technical staff supervision.

Reviewed _____
City Manager

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 6-03, REV: 2-07