

CITY OF SALINAS

STREET MAINTENANCE MANAGER

BARGAINING UNIT/CLASS CODE:
AMP/P10

DEFINITION

Under general direction, to plan, organize, direct and review the activities of the Street Maintenance Division, including street maintenance, street signs and markings, weed abatement, street sweeping, street lights, traffic signals; provide high level staff and technical support for Maintenance Services Department.

DISTINGUISHING CHARACTERISTICS

This is a single position classification, responsible for technical and administrative operations of a specialized and complex Maintenance Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Services Director. Exercises direct and general supervision over supervisory, maintenance, technical or clerical staff.

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

Direct a City-wide maintenance operation for street maintenance, alleys, parking lots, sidewalks, street signs and markings, weed abatement, street sweeping, street lights, and traffic signals. Oversee and administer the activities of maintenance operations, including representing the City to all involved outside agencies regulating these activities. Participate in the development and implementation of goals, objectives, policies and priorities for the Development and Engineering Department; recommend and implement policies and procedures. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; assist with implementation of improvements. Supervise, train and evaluate supervisors, maintenance, technical and clerical employees; recommend the selection, promotion and discipline of Division employees. Direct the installation and maintenance of work safety measures. Periodically inspect street, sidewalk, parking lots, alleys and public right-of-way related structures and facilities for deficiencies and recommend corrective action and priorities of work. Coordinate, advise and review goals of Street Maintenance Division functions with the Division. Prepare preliminary budget for operational and capital expenditures for the Street Maintenance Division. Review, inspect and monitor compliance with the City Code relating to Maintenance operational activities. Develop and monitor effective record keeping systems; prepare technical and administrative reports and correspondence for Department Director, advisory committees, City Manager, City Council and others. Review employee performance reports for recommendation and personnel actions. Prepare periodic reports on routine operations and special reports/studies as required. Coordinate the use of Personnel and equipment in major Maintenance Services and/or City-wide emergency situations. Plan and execute City activities necessary for compliance with all regulations related to Street Maintenance Division issues. Monitor contractors' operations involving the Street Maintenance Division. Receive, investigate and respond to the more complex inquiries and complaints regarding field operations; resolve technical and operational problems. Confer with supervisors, Maintenance Services staff and other agencies regarding special projects; provide technical support and recommendations. Attend meetings of the City Council, Boards and Commissions to provide technical and operational information on Division activities. Advise press and media of Street Maintenance Division programs and activities. Represent the City and/or Maintenance Services Director when dealing with various private and public organizations. 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, business machines and related equipment; vision sufficient to read printed materials; 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, 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, physical strength to lift up to 30 lbs; physical stamina sufficient to sit for prolonged periods of time; to walk on uneven surfaces; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
STREET MAINTENANCE MANAGER (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, 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. Occasionally include driving to job sites, walking on uneven terrain, and driving to training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of effective supervision, management and public works administration. Materials, methods, tools and equipment used in construction, operations and maintenance of streets, sidewalks, parking lots, alleys, public right-of-way, street sweeping and traffic control systems. Principles, methods and practices of personnel management, including employee training, labor relations and equal employment opportunity/affirmative action. City policies and procedures governing Street Maintenance Division operations and activities. Safety principles, practices and procedures. Report writing techniques. Municipal accounting and budgeting practices, fiscal management and expenditure controls. Recent developments in municipal street maintenance, street sweeping, sidewalk maintenance, public right-of-way, and traffic control operations and administration.

Ability to:

Manage a Division in the Maintenance Services Department; administer the Division's budget; perform responsible personnel administration duties for Division. Monitor and maintain a high level of performance in Division. Enforce industrial safety regulations as applicable. Implement budget preparation and expenditure control requirements. Prepare written and oral reports. Represent City before the City Council, community, outside agencies, businesses and industry, and at professional meetings as required. Use personal computers and programs such as Windows, Excel and Word. Understand and interpret regulatory manuals, technical reports and administrative regulations relating to Maintenance Services functions. Estimate costs, keep accurate records. Establish effective working relationships with employees, City staff, departments, contractors and the general public. Research and analyze operational and technical issues and develop appropriate recommendations for action. Organize and conduct divisional, small group and individual training programs.

License or Certificate:

Possession of a valid Class C California Driver's License. Agricultural Pest Control Advisor License, Category E (Weeds) is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to nine (9) years of progressively responsible work experience relating to the construction, repair, and maintenance of public works infrastructure systems including the operation of maintenance equipment, four (4) of which were in a supervisory capacity; any equivalent combination of experience and education. Up to four (4) years of education at an accredited college or university in Civil Engineering, Public Administration, Business Management or related field may be substituted for up to four (4) years of experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 12-95, REV: 01-07, REV: 01-10