

STREET MAINTENANCE MANAGER

DEFINITION

To plan, organize and direct the activities of the Street Maintenance Division within the Public Works Department; to coordinate Division activities with other divisions or departments; and to provide highly responsible technical support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Public Works Director.

Exercises direct supervision over assigned supervisory, maintenance, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement Division goals and objectives; establish performance standards and methods for Street Maintenance Division; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in street maintenance operations and activities, including paving, drainage, signs, pavement markings, and street sweeping.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Prioritize maintenance schedules for Division; manage work order program; oversee the Pavement Management System; track and manage bridge preventative maintenance; review, update, and track crew accomplishments.

Lead budget preparation and administration for the Division; prepare cost estimates for budget recommendations; submit justifications for the Street Maintenance Division; monitor and control expenditure.

Recommend the selection of staff; coordinate staff training and safety meetings; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Build and maintain positive working relationships with co-workers, other City employees, regional partners, and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of equipment used in street maintenance activities.

Pertinent local, State, Federal rules, regulations and laws.

Operation and function of heavy equipment used in the construction industry.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of pavement maintenance and Pavement Management Systems.

Budgeting procedures and techniques.

Principles of purchasing and contracts.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct street maintenance operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk while studying or preparing reports; intermittently twist to reach equipment or materials; stand, walk, stoop, kneel, climb and bend while performing work in the field; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent federal, state, local and department policies and procedures.

Develop and implement maintenance plans and schedules.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.
Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Five years of increasingly responsible experience in street maintenance operations, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university preferably with major course work in civil engineering, construction technology, business administration, or a related field..

License or Certificate

Possession of, or ability to obtain, a valid California drivers license.

Possession of a Qualified Applicators License within one year of date of appointment.

Possession of an I.M.S.A. Traffic Control Certificate within one year of date of appointment.

Possession of a NCCP Local Agency Pavement Preservation Chip Seal certificate within one year of date of appointment.

Possession of a NCCP Local Agency Pavement Preservation Slurry System certificate within one year of date of appointment.

Possession of a NCCP Local Agency Pavement Preservation Crack Treatment certificate within one year of date of appointment.

11-20-21 Street Maintenance Manager
05-12-07
07-01-97
04-24-97
10-01-88

Street Maintenance Manager

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07-01-79	Streets Maintenance Superintendent
10-30-73	Street Maintenance Superintendent
03-03-71	Street Superintendent
-67	
-65	Street & Sanitation Superintendent
-64	Superintendent of Streets/Sanitation