

PUBLIC WORKS MAINTENANCE MANAGER

DEFINITION

Under general supervision or direction, plans, organizes, manages and provides direction and oversight for the daily functions and activities of the Public Works Department including maintenance of streets, sidewalks, traffic controls, landscaping, medians, landscape and lighting assessment districts, drainage, facilities, vehicles, equipment, and parks. Assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups. Provides highly responsible and complex professional assistance to the Public Works and Engineering Director in areas of expertise and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the Director of Public Works and Engineering and exercises general direction and supervision over supervisory and administrative support staff, as well as contract maintenance personnel.

CLASS CHARACTERISTICS

This is a management-level classification. Incumbents in this role develop and implement policies and procedures for a variety of projects and programs within the Public Works department which includes responsibility for the maintenance of streets, traffic controls, sidewalks, medians, parks and facilities. Program duties include budget administration, contract administration, management analysis, and program evaluation and implementation. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully responsible for the daily operations of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the Public Works department including maintenance of facilities and buildings related to City Public Works operations, Lafayette Library and Learning Center, Police building and Parks
- Manages the development and administration of Public Works departmental budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Coordinates and performs professional-level programmatic work in such areas as budget development, financial administration and reporting, purchasing, contract administration, management analysis, public information, and program evaluation.

- Plans, oversees, and administers the Public Works department; develops and manages program budgets, including revenue projections, multi-year cash flow analysis, cost containment; directs all aspects of the department, including legal and regulatory compliance to avoid substantial fines; receives, reviews, and organizes program applications; ensures that awards stay within funding limits; participates on various committees and may present committee recommendations to the City Council; sends award letters to program applicants; represents the City to applicants.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget and capital improvement program; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Plans, directs, and coordinates the Department's work plan; meets with staff to identify and resolve problems; prioritizes and assigns projects and programmatic areas of responsibility; reviews and evaluates work while in progress and upon completion to ensure compliance with policy and standards.
- Selects, trains, motivates, and directs department personnel as well as contract staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Evaluates the need for and develops, plans, and schedules for public works maintenance programs; organizes available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compiles estimates, contract provisions, and specifications.
- Confers with engineers and a variety of outside agencies and the general public in acquiring information and coordination of public works maintenance, and related matters; provides information regarding these matters.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance, operations, and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect city or departmental operations; implements policy and procedural changes as required including NPDES permit requirements related to trash reduction, maintenance of full trash capture trash units, monitoring

- and reductions in the use of pesticides, and meeting reporting requirements regarding Public Works pollution prevention activities.
- Assists with providing public works services for community events; represents City to residents in explaining City policies; provides outreach and public education programs to the community.
- Plans, organizes, and oversees special projects as required.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal management and government.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, purchasing, finance, budgeting, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Applicable Federal, State, and local laws, codes, and regulations.
- Public relations techniques.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's Degree with coursework in business administration, public administration, or a related field, and three (3) years of professional experience in municipal government. Master's Degree is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office

equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.