

PUBLIC WORKS MANAGER – STREET MAINTENANCE/CONCRETE

DEFINITION

Under general direction of the Deputy Director, manages personnel involved in Graffiti Abatement, Bus Shelter Maintenance, Street Maintenance, and Concrete; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbent in this class is fully competent to perform a wide range of skilled tasks in the supervision of public works crews. Work is performed independently under established policies, procedures and safety regulations and guidelines, with significant latitude for independent judgment. Instructions are generally given only upon request, and originality of thinking is required in interpreting and applying policies and regulations, with considerable latitude for determining materials and work methods used. Incumbent must demonstrate flexibility in oral and written presentation techniques and the necessary skills to deliver the appropriate information in a clear, concise, and logical manner to supervisors, fellow employees, and subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares budgetary estimates of staff, equipment and materials for projected activities; prepares and maintains a variety of daily reports, records and correspondence; provides technical assistance to staff in resolving problems or difficulties associated with their respective functions; facilitates conflicts and disputes with the public; monitors and maintains Business Plan in accordance with SB-198 and Department of Health Services standards; instructs and provides for the training of employees in work methods, use of tools and equipment, hazardous materials handling, respirators, and related safety equipment, and related safety issues; investigates a variety of routine personnel and administrative matters, and makes recommendations for appropriate action; orders and maintains inventory for all required materials in accordance with State and Federal standards; ensures appropriate safety devices and equipment are being utilized; responds to emergency situations as necessary; trains other employees in work performance; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training and Experience – Bachelor's degree in Public or Business Administration or a related field and three years of responsible supervisory experience in facility management or related management experience. Additional qualifying experience may be substituted on a year-for-year basis, up to a maximum of two years of the required education.

Knowledge and Abilities - Knowledge of: Materials, equipment, tools, and practices employed in Public Works; general principles and practices of modern supervision, including selection, training, evaluation and discipline; and occupational hazards and safe work methods and precautions required in the maintenance profession. **Ability to:** Plan, schedule and evaluate the work of others; prepare and maintain a variety of records, reports and correspondence; read and interpret maps, blueprints, specifications and manuals; operate a computer terminal and computer software; effectively train and

PUBLIC WORKS MANAGER -STREET MAINTENANCE/CONCRETE

Page 2

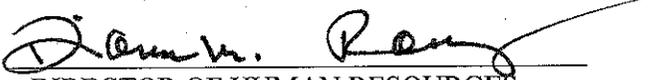
supervise a crew and get work done through others; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

Licenses and Certificates - Possession of a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in an indoor and outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor and outdoor environment. Incumbent must have the mobility to visit various job sites on a daily basis. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to attend night meetings, respond to emergencies after regular working hours and on weekends. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


D. Ann M. Roney
DIRECTOR OF HUMAN RESOURCES

DATE REVISED: January 9, 2008

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all duties** performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Shared/jobdescriptions (Final)/Public Works/PublicWorksManagerStreetMairtenance/Concrete/01/09/08/kk