

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

MAINTENANCE DIVISION MANAGER

JOB PURPOSE

To plan, organize, direct, coordinate, and supervise the maintenance, operation, construction and repair of City streets, storm drains, buildings, parks, and motorized equipment. Employees in this classification receive minimal supervision within a framework of general guidelines. Employees in this classification direct, supervise, and formally evaluate the work of others. This job class functions at a middle management level of classification and requires a thorough knowledge of a variety of public works operations functions.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, organizes, directs, schedules, and coordinates a variety of operations functions for the public works department;
- Receives and resolves complaints from the public, contractors, and others;
- Oversees selection, assignment and evaluation of public works operations personnel;
- Coordinates assigned functions with other City departments, government agencies, and public utilities;
- Oversees proper maintenance of equipment and machinery;
- Promotes and maintains division safety training programs;
- Prioritizes projects, determines and requisitions needed personnel, equipment, and materials for various projects;
- Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs;
- Purchases materials and equipment for maintenance operations;
- Contacts and coordinates with outside vendors and contractors for services and supplies;
- Supervises the preventative maintenance programs for the City's varied vehicle and equipment fleet;
- Evaluates and determines the most cost effective procedure for unscheduled repair and maintenance needs;
- Prioritizes work load for division;
- Analyzes operations and suggests and/or implements improvements.

Marginal Duties:

- As backup and demonstration, may perform any of the duties normally assigned to maintenance workers;
- Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be six years of increasingly responsible experience in public works maintenance, construction, and operations activities, including at least three years in a supervisory or management capacity. Possession of a valid and appropriate California driver's license, including a safe driving record, required.

Ability to: Plan, organize, supervise, and coordinate the work of a staff assigned to a variety of public works maintenance, operations, and construction functions; oversee the establishment of employee training, safety, and certification programs; provide administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements; develop effective recommendations for the improvement of park and street facilities; ensure the proper maintenance and operation of the City's public works facilities and vehicles; direct and review the preparation of a variety of records and reports; evaluate employees; understand and follow oral and written instructions; perform skilled tasks in the construction and maintenance of public works, parks and building facilities; maintain effective working relationships with subordinates and other employees; communicate in a courteous manner with the public; work independently exercising good judgment and initiative.

Knowledge of: Methods, materials and techniques used in the maintenance and construction of municipal facilities, such as streets, sewers, buildings, and landscaped areas; vehicle maintenance; landscape maintenance practices; common construction and maintenance, equipment and materials; basic mechanical principles; occupational hazards and safety precautions for the type of work performed; principles and practices of management, including organization and management of work, effective supervisory practices; laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair; principles and methods of preventative maintenance programs.

CITY COUNCIL APPROVAL: July 7, 1993