

**PUBLIC WORKS MAINTENANCE OPERATIONS MANAGER - Job Summary:**

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Under direction of the Director of Public Works, ~~to manages the operations of the~~ performs project management duties for the Public Works Department's Engineering, Operations Division and the Maintenance Divisions including ~~:-these include-~~ Engineering, Facilities, Landscape Maintenance, Right of Way in the Public Works Department, coordinates, schedules, assigns, and supervises the work of assigned public works Fleet Maintenance. Key skills and tasks include understanding the principles, practices, rules and regulations of engineering, construction and maintenance crews; maintains activities; maintaining records and ensures ensuring compliance with applicable safety standards and procedures; supervises and evaluates and, supervising and evaluating the performance of assigned staff. Under the direction of the Director of Public Works plans, directs, organizes and administers the City's Capital Projects and the related professional services and construction management; participates in the development of the Department's annual budget; and performs related duties as assigned.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

- ~~1. Coordinates, schedules, assigns and supervises the day-to-day public works activities involving the cleaning, repair and marking of streets, and general servicing of sewers, storm drains and related capital improvements in the public right-of-way.~~
- ~~2. Reviews work requests and determines maintenance needs and appropriate action.~~
- ~~3. Trains, supervises, and evaluates the performance of assigned staff; participates in the hiring and disciplinary process as appropriate.~~
- ~~4. Establishes, implements and monitors performance standards, goals and objectives of assigned maintenance crews.~~
- ~~5. Prepares work specifications for contract maintenance activities; participates in the selection of contractors.~~
- 1. Administration of Capital Projects.** Plans, organizes, directs, controls, integrates and evaluates the Capital Project program in Public Works. Working through the City engineer and project managers, assists, directs and implements, as required, the development of complex engineering design and construction packages for major capital projects primarily in the areas of ground transportation, sustainability, and storm water infrastructure. Ensures the maintenance of detailed records of construction project management activities and results; ensures the timely and accurate completion of construction as-built drawings, reports, certificates and related documentation. Directs and ensures the City has the rights needed for projects including right-of-way and utility relocation.
- 2. Engineering and Design.** Oversees and provides technical expertise to staff and consultants responsible for the development of engineering designs, environmental documents, plans, specifications and project cost/budget estimates; and, ensures that project design and construction meet established objectives and agreed-upon requirements of the state and various project funding sources, are cost effective, and are in compliance with regulatory requirements. In conjunction with the City Engineer and Director of Public Works, and as required, reviews and approves designs, technical studies, financial cost projections and specifications; prepares correspondence on technical engineering issues; makes authoritative interpretations of applicable laws, regulations, policies and design standards; revises and approves construction documents as needed; reviews, approves, signs, seals and submits engineering plans.
- 3. Contracting.** Oversees the solicitation of proposals from consultants and contractors and works with engineers and maintenance personnel to develop and/or approve scopes of services;

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participates in bid review, interviews, evaluations and negotiations with proposal respondents; provides input on awards to the Director of Public Works; ensures consultant/contractor work is in compliance with the local, state and federal laws, standards and funding requirements; reviews and approves consultant invoices, as required.

4. **Operational Supervision.** Identifies and assists with the implementation of operational standard operational procedures (SOPs) and maintenance procedures. Analyzes and updates operational systems and controls, practices, procedures and policies; works closely with internal and external auditors to develop remedies for audit discrepancies, as required; reviews and ensures adequate internal controls for all areas of direct responsibility.
6. **Safety and Hazardous Materials.** Ensures the safety plan is enforced through monitoring reporting procedures and spot checks in the field; serves as safety liaison for emergency responses. Monitors and inspects ~~contract~~ contracted routine and non-routine maintenance work to ensure compliance with specifications.
7. ~~Prepares and maintains records regarding work activity and personnel.~~
8. ~~Maintains inventory and orders required materials, supplies and equipment for landscape maintenance needs.~~
9. ~~Operates, demonstrates and ensures proper care and use of specialized maintenance equipment; maintains current knowledge of maintenance methods and equipment.~~
10. ~~Participates in the division's budget preparation; recommends the purchase, repair or replacement of equipment.~~
11. ~~Communicates with city staff, and outside agencies; responds to public inquiries and complaints.~~
12. ~~Participates in the preparation and presentation of safety training; observes and enforces safety practices and procedures.~~
- 13.5. Participates as a member of the city's Emergency Response Team in time of disaster or other emergency. Acts as the city's hazardous material first responder.
6. **Budgeting and Strategic Planning.** Leads the development of and monitors performance against the Department's annual budget; with managers and supervisors, manages and directs the development, implementation and evaluation of Departmental plans, policies, systems and procedures to achieve long-term and annual goals, objectives and work standards. Directs the preparation and the administration of divisional operating budget; oversees and directs the capital project and construction program and individual project cost estimation, budget management and scheduling processes; ensures standardization of capital project and construction processes and activities including reporting, cost estimating, budgeting and schedule management; ensures that financial and tracking reports, invoices and payments are accurate and submitted in a timely manner. With other members of senior management, participates in the development and implementation of the City's strategic plans, goals and objectives as they pertain to Public Works; implements City Council, departmental and divisional policies, plans and strategies.
7. **Management and Supervision.** In accordance with the City's human resources policies and provisions, interviews and participates in selecting new staff; supervises and evaluates the performance of assigned employees; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching and mentoring for performance improvement; implements the progressive discipline process to address performance deficiencies; performs other activities relevant to supervision of assigned staff.
8. Plans and coordinates public outreach efforts; assesses community values, concerns and opinions and briefs management and employees, as requested.
9. Prepares and coordinates a variety of reports and records; attends city and regional agency meetings, as requested; performs analysis and prepares reports for the City Council and various committees.
10. Communicates with city staff, and outside agencies; responds to public inquiries and complaints, as requested.
14. ~~Acts as the city's hazardous material first responder.~~
- 15.11. Performs related duties as required.

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#### Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

A Bachelor's Graduation from an accredited four-year college or university with a bachelor's degree and five (5) in civil engineering, construction management, project management, architectural engineering, geotechnical engineering or a related engineering field.

Ten years of full-time paid increasingly progressively responsible experience in Public Works Operations Management of Landscape & Building Maintenance and Right of Way Operations including six (6) years of full-time paid skilled level public works experience including engineering, construction, and project management, at least three (3) years in five of which were at a manager level capacity; or an equivalent combination of education, training and experience.

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**Public Works Maintenance Supervisor**

Experience in civil design/construction, street construction and traffic signalization is particularly relevant.

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**Knowledge of:**

- Construction blueprints.
- Tools, equipment, methods and techniques used in the maintenance and improvement of public works projects.
- Operation and maintenance of equipment used in public works activities.
- Principles and practices of supervision, training, and evaluation.
- Routine record-keeping technique and inventory control methods.
- Basic budgeting and purchasing practices and procedures.
- Computers and related software.
- Appropriate safety practices and procedures.
- Applicable laws, codes, regulations, policies and procedures.
- Applicable sections of the California Vehicle Code.

**Skill and Ability to:**

- Plan, coordinate and supervise public works operations.
- Estimate cost and material needs for work projects.
- Supervise the operation and maintenance of a variety of maintenance tools, equipment, and/or vehicles.
- Read and interpret construction blueprints.
- Observe and enforce safety practices and procedures.
- Maintain routine records and prepare reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Prepare budget and cost estimates and periodic activity reports.
- Train, supervise, and evaluate personnel.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

**License and Certificate:**

Applicants must possess a valid Professional Engineering license (PE) in the State of California.

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Preferred**

Certified Construction manager from the Construction Management Association of America  
Project management Professional (PMP) certification

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stoop, reach, crouch and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to talk, hear and see.
- Require the ability to stand for long periods and/or walk long distances.
- Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and is an infrequent aspect of the job.
- May be required to work with harsh and/or hazardous materials.

- May be required to wear protective apparel including goggles, face protectors, aprons, and safety shoes.
- Require to respond to emergency situations.
- Are subject to outside and inside environmental conditions.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to drive city and/or personal vehicle during the scope of employment.