

ASSISTANT MAINTENANCE OPERATIONS MANAGER

DEFINITION

Occupants of this classification are in the unclassified service. The positions assigned to this management classification are responsible for managing the Public Works Department's ~~division's~~ Maintenance Operations Division and repair operations for the City's streets, trees, storm drains and sewer systems as well as performing advanced professional administrative work in conducting comprehensive analyses and coordinating the delivery of the division's services. Positions in this classification use a high degree of independent judgement in making decisions in accordance with established rules and procedures, are expected to assume significant responsibility for the development and implementation of related City policy, and represent the interests of the City on substantive policy and operational questions. This position is also responsible for overseeing other operations as assigned; and may act for the Maintenance Operations Manager in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Maintenance Operations Manager. Responsibilities include supervision of and coordination of division staff involved in the maintenance and repair of the City's streets, urban forest, trees, storm drains, and sewer system, building maintenance, electrical maintenance, and graffiti abatement. May supervise professional and clerical staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Manages the work of all street and sewer division crews involved in activities such as; construction, maintenance and repair of streets, alleys, sidewalks, curbs and gutters, storm drain lines, catch basins, sewer lines and manholes and sewage lift stations; installation and maintenance of traffic striping and signage ~~ing~~; bike path maintenance, parking meter maintenance and the City's graffiti abatement program.
2. Manages ~~supervises~~ the tree maintenance work performed under contract ensuring that trees in City parks, parkways and other City owned facilities are maintained in a safe and compliant manner. ~~Maintains~~ Utilizes the City's electronic tree inventory and work order programs.
3. Manages the work of all facility and electrical maintenance crews involved in activities such as facilities, electrical, street light and traffic signal maintenance and repair. Ensures proper upkeep of all related infrastructure and conformance to applicable regulations.
4. Develops work schedules establishing the priorities of the work, and reviews and adjusts the schedules to fit climatic and natural conditions; tracks work orders and preventive maintenance schedules using an automated computerized system.
5. Evaluates the quality and efficiency of subordinate personnel, including contractors, by making regular and frequent inspections of the work in the field, reviewing daily work reports, and advising and directing subordinate personnel in the improvement of work production and work methods.

6. Ensures the attainment of annual maintenance and performance objectives.
7. Maintains a competent and motivated work force by training, developing, and evaluating subordinates.
8. Investigates and resolves routine complaints and issues; schedules and follows up on actions and work required to effect necessary repairs or maintenance.
9. Responds to citizen inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem.
10. Directly oversees the more difficult and complex work tasks to ensure proper work methods are used to ensure worker and public safety.
11. Orders and supervises the issuance of tools, materials and supplies to staff to minimize loss.
12. Assures the proper maintenance and repair of equipment and vehicles used by ensuring that subordinate staff performs daily safety checks and coordinating with Equipment Maintenance and Fleet Services staff for preventative maintenance and repair of equipment and vehicles according to the manufacturer's recommendations.
13. Assists in preparing, organizing and **monitoring** ~~coordinating~~ the divisional budget and in making policy recommendations. Recommends and manages budget expenditures ~~for assigned deadlines~~.
14. Thoroughly investigates and analyzes fiscal impact for programs and issues, requirements and requests for services. Collects data sufficient to support conclusions and recommendations. As appropriate, informs other City employees of the finding that affect the operation of another department. Conducts analysis and prepares reports consistent with established deadlines.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles of maintenance services and organizations.
- Materials, methods, and tools used in the maintenance, construction, and repair of public buildings, street lights, traffic signals, sewers, streets, and street trees.
- Safety procedures utilized in public works maintenance, construction, and repair and the appropriate precautionary methods.
- Motorized equipment capabilities, sizes, components, and applications.
- Modern office practices, procedures, methods, and equipment.
- Principles of management, supervision and training, budget preparation and control.

Skill and Ability to:

- **Develop and implement** public works programs.
- **Manage projects and contracts** ~~management and procedures~~.
- Work from sketches, blueprints, and written or verbal instructions.
- Make time and material estimates on proposed construction and work orders.
- Establish and maintain effective working relationships.
- Plan, coordinate and direct the varied work program of a large division.
- Maintain records and prepare analytical reports.
- Communicate clearly and concisely both verbally and in writing.
- Select, supervise, and evaluate subordinates in a manner conducive to full performance and high morale.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university in business administration, public administration, or related field and a minimum of four years of experience in public works or the skilled maintenance of buildings, electrical equipment, traffic signals, streets, sewers and trees, including two years of first line supervisory experience. Additional relevant work experience may be considered in-lieu of formal education on a year for year basis.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Is subject to office and outside environmental conditions.
- May be required to work evenings, weekends or holidays.
- May be required to drive in and outside of City boundaries.