



POSITION DESCRIPTION

Title:	Public Works Maintenance Manager	Department:	Public Works
Type:	Regular	FLSA Status:	Exempt
Pay Range:	M/109	Revised:	01/2016

DEFINITION

To coordinate, supervise, and participate in the work of crews engaged in the maintenance and repair of Town streets, storm drains, buildings, fleet vehicles, and parks; to coordinate operations and maintenance activities with other Town divisions and departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Director. Exercises direct supervision over assigned maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Develop and implement goals, objectives, policies, and priorities related to the Maintenance Division.
- Organize and supervise crews of skilled and semi-skilled personnel in the repair and maintenance of public works facilities including such things as street resurfacing, repairing, shoulder backing, grading and patching; sidewalk, curb and storm drain cleaning, removal and replacement.
- Plan, organize, and direct a winter street maintenance program, including snow removal operations, ice removal operations, application of abrasive material to streets, snow removal from Town-operated parking areas, winter patching of potholes, clearing of storm drainage systems, repair of signs, installation of snow poles, and installation of parking control signs.
- Administer snow removal agreements with private contractors.
- Participate in and supervise the full range of public works and parks maintenance activities; perform minor repairs on equipment and report the need for major repairs; and supervise the operation of construction equipment such as backhoes, graders, loaders and striping equipment for a variety of road maintenance and snow removal operations. Operating in equipment, as needed.
- Inspect public works facilities for needed maintenance and repairs.
- Investigate and respond to public inquiries and complaints regarding maintenance and snow removal issues.
- Review plans and prepare cost estimates for public works and facility maintenance and repair activities, including projections for future facilities.

- Recommend the purchase of equipment and assist in the development of specifications.
- Coordinate public works maintenance activities with other departments and agencies, as needed.
- Work with fleet maintenance and parks maintenance on cooperative use of materials, equipment and staff to result in the best overall results for the Town.
- Hire, supervise, train and evaluate staff (both full time and seasonal); work with the Personnel Department on personnel issues and managing staff compensation.
- Ensure adherence to safe work practices and attendance at safety trainings by Division personnel.
- Oversee and direct Division office operations and budget; maintain appropriate records and files; and coordinate work flow.
- Perform related duties as assigned.
- Assist parks maintenance division when needed.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in public works maintenance and repair activities.
- Large scale snow removal operations.
- Occupational hazards and standard safety precautions.
- Operation and maintenance requirements of a variety of light and heavy power-driven equipment, as needed.
- Principles and practices of organization, administration and personnel management.

Ability to:

- Plan, organize and implement a comprehensive public works maintenance and repair program.
- Interpret and work from sketches, penciled layouts and blueprints; prepare plans for minor projects.
- Supervise, train, and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel.
- Compile and maintain complex and extensive records; prepare routine reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

- Conduct studies, prepare comprehensive reports and determine cost-effective ways of constructing and maintaining public works facilities.
- Assist in preparation of and administer a budget.

Experience and Training:

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

Education:

Equivalent to completion of the twelfth grade, supplemented by specialized training in supervision and heavy construction and/or equipment operations.

Experience:

Four years of increasingly responsible experience in public works maintenance, including supervisory responsibilities.

Licenses:

Possession of, or ability to obtain, a valid State of California Class A Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Heavy and light machinery including power and impact tools, motorized vehicles inclusive of heavy machinery, and computer and office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects. Occasionally, this will involve repetitive arm and wrist use. The employee will occasionally be required to reach above and below shoulders with hands and arms and is frequently required to walk or stand for up to four hours on uneven and even surfaces. The employee is occasionally required climb, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required. Sitting up to 12 hours in snow removal equipment is occasionally required.

The employee must frequently lift and/or push/pull up to 20 pounds at a time and occasionally lift and/or push or pull up to 75 pounds and up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee will occasionally be required to work with and/or near machinery, electricity, power and impact tools, chemicals, fumes, and at heights.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel, influence, lead, train or give instruction, supervise employees and work independently as well as in group activities. Employee is expected to regularly interact with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting. While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions, as well as extreme hot temperatures. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, dust, excessive noise, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Position is required to drive in various conditions to check status of projects and inspections.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. The employee will occasionally be exposed to excessively loud noise levels, where appropriate hearing protection will be provided.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

Received and Reviewed by:

Employee Signature

Date