

MANAGER, STREET AND PARK MAINTENANCE

PURPOSE: To plan, direct, supervise, and evaluate maintenance operations and programs for the City's streets, alleys, parks, forests, gardens, and landscapes.

FUNCTIONS:

1. Plan, direct, and evaluate maintenance operations and programs for the City's streets, alleys, parks, forests, gardens, and landscapes.
 - * A. Establish long- and short-range goals and objectives within budgetary constraints.
 - * B. Obtain, prioritize, and assign job requests.
 - * C. Monitor and review jobs in progress, and provide direction and assistance with operational problem solving.
 - * D. Develop and maintain a division management information system to include critical operational data and a work request and scheduling procedure.

2. Organize and direct the work activities of supervisors and other assigned personnel.
 - * A. Determine priorities, assign work and projects, and coordinate schedules of supervisors and other assigned personnel.
 - * B. Hire, transfer, suspend, or discharge assigned personnel.
 - * C. Establish work standards and complete employee evaluations.
 - * D. Discipline assigned personnel as necessary.
 - * E. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
 - * F. Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
 - * G. Recommend adjustments or other actions in employee grievances.
 - * H. Provide assigned personnel with access to all necessary information.

3. Perform other duties as assigned.
 - * A. Coordinate activities with other departments, divisions, and agencies.
 - * B. Attend meetings with citizen and interest groups to explain work activities and answer questions.
 - * C. Represent the Street and Park Maintenance Division and, when requested, the Public Works Department, at City Council meetings, at legislative hearings, and to public officials.
 - * D. Monitor accounting and bookkeeping systems and other office and administrative functions.
 - * E. Develop and monitor division budget and approve purchases of supplies, parts, service contracts, equipment, etc.

- * F. Ensure compliance with City and Department policy and with labor agreements.
- * G. Monitor accident investigations conducted by supervisors.
- * H. Develop and maintain a capital equipment replacement program for the Division.
- * I. Prepare written reports, correspondence, and bid specifications as necessary.

JOB REQUIREMENTS:

- † 1. Education. A combination of verifiable education and/or relevant experience equivalent to a four-year bachelor's degree in construction management, business or public administration, civil engineering, or related field.
- † 2. Experience. Minimum of five (5) years progressively responsible experience in a position with functions and responsibilities similar to those contained in the Functional Areas section of this job description.

3. Knowledge

- † A. Knowledge of public works maintenance technologies to include park maintenance, street maintenance, tree care, horticultural and landscape maintenance.
- † B. Knowledge of basic specifications for and operating capabilities and applications of heavy and light construction equipment, maintenance equipment, and trucks.
- † C. Basic knowledge of public administration, personnel, supervisory and budgeting principles and practices.
- † D. Basic knowledge of project planning, implementation and evaluation principles and practices.
- † E. Knowledge of the principles, methods, and techniques of maintenance management.
- F. Knowledge of local, state, and federal laws and regulations related to Division programs and activities.

4. Skills

- † A. Skill in preparing and presenting concise written and oral reports to individuals and groups.
- † B. Skill in supervising others in an open and participative work environment.
- † C. Skill in responding to news media.

5. Abilities

- † A. Ability to evaluate and analyze operations and procedures.
- † B. Ability to interpret and analyze data and descriptive statistics.

- † C. Ability to develop, organize, and present ideas and recommendations clearly and concisely in written and oral forms.
- † D. Ability to establish and maintain effective working relationships with the general public, staff members, and City administrators.
- † E. Ability to assign, supervise, and evaluate the training and work of subordinates.
- † F. Ability to work independently to complete assignments from minimal information and general instructions.
- † G. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- † H. Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

* Essential functions of the classification.

† Minimum requirements necessary on the first day of employment.

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