



Maintenance Manager

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| Department/Division: | Public Works/Maintenance |
| Reports To: | Director of Public Works |
| Provides Direction To: | Maintenance Supervisors, Management Analyst, and assigned administrative support staff |
| Employment Exemption Status: | At-Will |
| FLSA Exemption Status: | Exempt |
| Date Prepared: | October 6, 2014 |
| City Council Resolution #: | |

GENERAL PURPOSE

Under administrative direction, plans and manages the activities and operations of the Maintenance Division of the Public Works Department, including streets, buildings and facilities, parks, trees and landscape, and fleet services; administers contracts and major capital improvement projects; coordinates maintenance programs, services, and special events with other departments, agencies, contractors, and other parties; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Maintenance Manager is distinguished from the Maintenance Supervisors by its broader scope of responsibility for division maintenance operations, knowledge of maintenance construction and repair standards and practices, and accountability for coordinating maintenance projects, assignments, budgets, and service agreements for contractors and vendors. As compared with the Director of Public Works, the Maintenance Manager does not have accountability for engineering and utility services, or the same level of policy-making and budgetary authority.

ESSENTIAL FUNCTIONS

The duties listed below 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 class.

1. Plans, coordinates, and manages maintenance schedules and services involving streets, street lighting and markings, storm drains, parks, medians, landscaped areas, equipment services, and buildings and facilities, either through the work of City staff or contractors.

ESSENTIAL FUNCTIONS (continued)

2. Organizes, assigns, and coordinates maintenance projects with staff, other departments, utilities, and other agencies; and establishes and monitors the completion of work performed in conjunction with preventative maintenance schedules.
3. Selects, trains, manages, motivates and evaluates public works field supervisory and professional and administrative support personnel; coordinates staff certification and training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
4. Develops standards of maintenance related to streets, sidewalks, trees, buildings and facilities, and other public improvements in consultation with the department director.
5. Establishes scope of work for contracted general maintenance work, such as janitorial, heating, ventilation and air conditioning, facility painting, and streets cleaning services; estimates and compares labor and material costs, and reviews actual proposals for services as part of the process of selecting and monitoring the work of contractors; administers invoices and agreements.
6. Evaluates the effectiveness of maintenance procedures, including the efficiency and quality of service delivery; consider methods to improve operational performance.
7. Coordinates maintenance services for major functions, programs, and events with public agencies, promoters, utility companies, other departments, and community groups.
8. Conducts periodic inspections of field operations and work records; works with supervisory personnel and staff to identify and implement improvements in work methods and services; ensures adherence to safe work practices by maintenance personnel, including the proper containment and handling of hazardous materials.
9. Investigates and resolves public complaints and claims related to maintenance services and public improvement projects and confers with department director regarding actions taken.
10. Administers the preparation of the divisional budget for maintenance services; monitors actual costs for conformance with projected expenditures and sources of variance.
11. Prepares monthly and periodic regulatory and incident reports for State and local public health and safety organizations, including reports of spills, fuel leaks, contamination, and hazardous materials incidents involving City streets.
12. Prepares staff reports, project summaries, and work order details for presentations to department director and executive management; completes a variety of activity reports and correspondence.
13. Coordinates emergency operations planning for division maintenance resources.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, practices, and standards associated with the construction, maintenance and operation of municipal public works facilities, including streets, parks and landscaping, fleet maintenance, buildings and facilities, and other services; budgeting practices; Occupational Safety and Health Administration (OSHA) requirements governing safe workplace and work zone safety practices; federal, State, and local laws and regulations governing maintenance and construction standards; purchasing procedures and material costing techniques; equipment service specifications and maintenance standards; research methods and analysis techniques; principles of employee training, supervision, and evaluation.

Ability to:

Plan, coordinate, and manage public maintenance programs, contracts, and services; prepare clear, concise, and comprehensive reports, studies and correspondence; plan, select, train, supervise, evaluate, and discipline staff; estimate maintenance construction and repair costs; prepare and administer operating budgets; research, analyze, and evaluate new maintenance standards, technology, and procedures; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, vendors, utility companies, and public and private representatives; exercise tact in investigating and resolving public complaints and issues involving the contracting and delivery of field maintenance services; operate modern office equipment and computer hardware; use word processing and spreadsheet software applications programs.

Education/Training/Experience:

An Associates of Arts degree is preferable. High School graduation or G.E.D. equivalent is required. Additional training, education, and certification in the building trades, maintenance technology, engineering, and operations management is highly desirable, including contracts administration. Seven years of experience in the operation and maintenance of public works facilities and services is required, including at least two years of supervisory and administrative experience.

Licenses, Certificates; Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Completion of coursework or training programs related to trenching, and hazardous materials training and certification is highly desirable.

Ability to work extended hours in order to oversee maintenance repairs and operations, including disaster response services.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms above and below shoulder level. The employee is required to frequently stand and walk, and occasionally sit while completing work methods and reports. The employee is expected to bend, stoop, squat, kneel, climb, and crawl, depending upon work tasks, and to lift up to 50 pounds. The employee may be expected to operate loaders and backhoes, and related maintenance vehicles and jackhammers, stump grinders, concrete cutters, and other specialized equipment, and use shovels, hoes, brooms, and other tools given job assignments.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact effectively with staff, management, contractors, vendors, and others in the course of work.

ENVIRONMENTAL ELEMENTS

The employee constantly works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture and wetness as well as mechanical and electrical hazards, and applied chemicals. The employee is subject to loud construction noise above 80 decibels in particular areas given the operation of power tools, compressors, chippers, and large-scale motorized equipment. The employee may work in vaults and underground storage chambers. The employee must have the ability to travel to different maintenance sites and locations and may be available for on-call, stand-by, and emergency call service.