

TOWN OF SAN ANSELMO

PUBLIC WORKS OPERATIONS AND MAINTENANCE MANAGER

DEFINITION

Under administrative direction, the Public Works Operations and Maintenance Manager plans, organizes, directs and evaluates the work of maintenance staff. This position also manages the day-to-day functions of the Town's parks, facilities, streets, median, flood control, storm drainage systems, fleet vehicles and other maintenance activities. The incumbent evaluates work to best determine the use of in-house and contract staff; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works; exercises direct supervision over all maintenance staff including Maintenance Supervisor, Senior Maintenance Workers and Maintenance Worker I/II.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Provides daily oversight to senior maintenance staff with a goal of providing superior quality and efficiency.
- Continually evaluates opportunities for lowering operating costs by sharing services or contracts.
- Manager both in-house and contract staff responsible for the management and maintenance of parks, medians, pathways, and landscaped areas on all municipal properties, parkways, street dividers and highway areas including trees, grass, plants, irrigation system, equipment and structures.
- Oversees staff responsible for the management and maintenance of street patching and repair, street sweeping and cleaning, traffic signs and pavement striping, parking meters, storm drains, flood control channels, and related facilities.
- Supervises the maintenance, cleaning and repair of Town buildings and facilities by in-house and contract staff.
- Oversees the management and the repair and maintenance of Town vehicles and equipment.
- Select, supervise, train and evaluate field maintenance subordinates.
- Manages and implements the illness and injury prevention program.
- Manages and implements the waste discharge requirements of the Town's National Pollution Discharge Elimination System (NPDES) permit for storm water discharges as it relates to Public Works maintenance.
- Participates in budget preparation and administration of the Department operating funds and capital improvement projects.
- Assists in development of department policies and Town ordinances.
- Represents the Town before the Parks and Recreation Commission, Town Council, and various community groups.
- Coordinates and assists various regulatory and administrative agencies as needed.

- Responds to emergency situations to evaluate situation and make recommendations on appropriate action.
- Investigates and resolves citizens requests related to maintenance operations for each agency.
- Performs related duties and responsibilities as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public works maintenance and administration as applied to the design, construction and operation of public works facilities and technical inspection services.
- Methods, materials, and techniques employed in public works construction and maintenance.
- Principles and practices of modern office equipment.
- Recent developments, current literature and sources of information in municipal public works administration.
- Laws and codes related to the public works maintenance.
- Principles of organization, administration, budget and personnel management.

Ability to:

- Effectively supervise public works personnel.
- Interact and negotiate with contractors, engineers, and their representatives.
- Use a personal computer and related maintenance software.
- Supervise the preparation of maintenance records and prepare technical reports.
- Evaluate and resolve street, sewer, and building maintenance problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience:

Five years of management, administration and maintenance experience in the field of public works operations, systems, programs, activities and equipment.

Education:

An Associate of Arts Degree from an accredited college or university with major emphasis in engineering, construction, public works management or related field. A Bachelor's Degree is highly desirable.

License or Certificate:

Possession of a valid California driver's license.

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 essential functions. While performing the duties of this job, the employee may: on a continuous basis, sit at desk for long periods of time; stand and walk while performing maintenance duties. Intermittently, sit while reading or preparing reports; twist to reach equipment surrounding desk; bend, squat, climb, kneel, and twist; perform simple and power grasping, pushing, pulling, and fine manipulation; reach with hands and arms; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Occasionally, lift and/or move up to 50 pounds.

Date: February 21, 2022 Approved: _____
Town Manager