

**TOWN OF ATHERTON
PUBLIC WORKS MAINTENANCE MANAGER**

DEFINITION:

Under general direction from the Public Works Director: plans, organizes, directs, supervises, coordinates and evaluates the day-to-day and long-term maintenance activities of the Town including streets, storm drains, creeks, buildings, facilities, parks, landscaping, trees, and fleet; manages the Town and Park Corporation Yards; develops plans and procedures to improve operations; manages staff, maintenance contracts, contractors, consultants, facility lease and vendor agreements; manages facility repair and improvement contracts; provides high level staff and technical support relative to departmental maintenance operations; assists in the determination of overall policy for the department and individual functions; ensures all activities are performed in compliance with all applicable regulatory, operational, procedural and budget guidelines; coordinates necessary activities with other Town departments, outside vendors and agencies, and the general public; and performs other related work, as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct and indirect supervision over in-house and contract personnel, contractors and consultants.

Examples of Essential Job Functions (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties may include, but are not limited to, the following:

1. Plans, organizes, schedules and directs the maintenance and repair activities for streets, streetlights/traffic signals, storm drains and drainage facilities, landscaping, parks, buildings, facilities and fleet.
2. Develop and implement goals, objectives, policies, procedures, priorities, service level measures, and work standards of the department with regards to maintenance and repair activities; tracks progress and implements modifications as needed to achieve desired results; maintains records and prepares periodic reports of maintenance and repair activities.
3. Implement Town, department and division rules, regulations, policies, procedures, and practices.
4. Supervises Public Works staff, contracts and contractors, including scheduling and assigning maintenance and repair work.
5. Schedules and directs priority projects and resolves work problems as necessary.
6. Inspects work in progress, workflow, completed projects, and direct field activities as necessary.

7. Performs minor repairs and maintenance as necessary.
8. Reviews and analyzes estimates of labor and material costs for work to be performed.
9. Supervises the training and development of Public Works employees.
10. Ensure safe, efficient, and effective compliance with local, state and federal laws, rules and regulations.
11. Ensure that department personnel conduct regular safety training, maintain accurate records of all training, and maintain a safe work environment.
12. Provides staff support and makes presentations before City Council, Park & Recreation Committee, and other boards and commissions, as required. May serve as liaison to the Park & Recreation Committee.
13. Represents the Town and acts as a liaison with other governmental agencies.
14. Receives and reviews complaints from the public and ensures the appropriate response is made.
15. Prepares equipment specifications and secures estimates and bids for purchasing equipment, materials and supplies.
16. Prepares specifications and secures estimates and bids for facilities, maintenance and improvement projects.
17. Manages the Town corporation yards including supervision of warehousing and issuing/use of tools and supplies.
18. Respond and assist in the deployment and coordination of personnel and equipment in emergency situations.
19. Responds to service requests regarding maintenance and repair operations.
20. Reviews plans and specifications and makes recommendations regarding maintenance, construction and operations aspects.
21. Interviews and advises on the selection of hiring, layoff or discharge of employees as necessary. Performs annual employee appraisals when required.
22. Assist in the development of the Department budget and monitors revenue and expense budgets on an ongoing basis.
23. Prepares correspondence and reports.
24. Confers with contractors, sales representatives, engineers and members of the general public on construction and maintenance problems and procedures.
25. May serve as Director of Public Works in his/her absence
26. Performs other related duties as required.

Minimum Qualifications:

Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of streets, parks, buildings, storm drains, sewers, trees, vehicles, and related public works structures
- Asset management systems
- Inventory and stock record-keeping systems
- Principles of organization, supervision and training.
- Applicable Federal, State, and local laws, rules, and regulations governing assigned operations.
- Report writing techniques.

- Basic municipal accounting and budgeting practices, including fiscal management and expenditure controls.
- Principles and practices of management and supervision, including techniques of personnel administration.
- Safety principles, practices, and procedures.

Skill in:

- Directing and inspecting the technical details of street, storm drain, and facility maintenance and repair work.
- Planning, assigning and directing the activities of contractors engaged in street, sewer, storm drain and park maintenance and repair work, automotive repairs, and building maintenance duties.
- Inspecting work performed to ensure compliance with specifications and Town needs.
- Establishing and maintaining cooperative working relationships with municipal officials, subordinate employees and the general public.
- Following oral and written direction.
- Keeping accurate records and preparing clear and concise oral and written reports.

Ability to:

- Plan, organize and supervise the work of employees/contractors engaged in a variety of maintenance and repair activities.
- Assist in preparation and administration of divisional and sectional budgets.
- Perform responsible personnel and administrative duties.
- Develop and implement improvements in organization and work procedures.
- Read and interpret construction plans and specifications.
- Maintain operational records.
- Prepare clear and comprehensive written reports.
- Write specifications for maintenance services and equipment replacement.
- Establish and maintain cooperative working relationships with other City departments, employees, neighboring jurisdictions, contractors and the general public.
- Operate general business software with a high level of proficiency; ability to serve in an on-call or standby status during off hours to address public works emergencies.

Experience and Education Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

1. Ten (10) years of increasingly responsible experience in the construction, maintenance, and repair of municipal public works facilities or services, including three years of experience at a level equivalent to the class of Public Works Supervisor or similar with significant supervisory and management responsibilities.
2. Education: Completion of High School, supplemented by professional development

activities such as training classes or specialized programs related to the maintenance or management fields. An Associate Degree is highly desirable.

Required Licenses or Certificates: Possession of or ability to obtain, prior to employment, a Class C California Driver's License and a satisfactory driving record