

CITY OF OROVILLE

PUBLIC WORKS AND PARKS OPERATIONS AND MAINTENANCE MANAGER

DEFINITION

To plan, schedule, coordinate and supervise the daily activities and operations associated with the construction and maintenance of City streets, storm drains and sewer system, airport, vehicle/equipment fleet and related appurtenances, construction maintenance of City owned buildings. To plan, schedule, coordinate and supervise parks maintenance personnel in the maintenance and beautification of City parks, buildings and structures, historical facilities and museums; to assist in the administration and evaluation of parks maintenance programs and operations; ensuring compliance with all applicable laws, regulations and standards to participate in park maintenance activities and operations as assigned; to act for the Director of Parks and Trees in his/her absence; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction Director of Parks & Trees, and coordinates with the Director of Community Development and Public Works.

Exercises direct supervision over Public Works Operators, Parks and Trees Technicians and Equipment Mechanics.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plans, coordinates, organizes and supervises the daily activities of the Public Works and Parks & Trees field crews.

Assigns, schedules, supervises, motivates and evaluates the performance of assigned personnel; provides staff training and instruction; implements disciplinary processes.

Interprets and ensures subordinates' compliance with all applicable laws and regulations, City and department policies and procedures, and standards of quality and safety.

Assists in the development and administration of departmental annual budgets.

Reviews irrigation and landscape plans for new development to ensure compliance with the City's zoning ordinance; inspects installation for compliance.

Provides advice and recommendations to supervisor, Park Commission and other City personnel regarding parks maintenance and development programs; provides technical guidance and direction to employees in grounds and building maintenance work methods, materials, standards and operations.

CITY OF OROVILLE

Inspects City park grounds, buildings, facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.

Supervises and participates in grounds maintenance assignments, including but not limited to installing and maintaining trees and other landscape materials, pruning and trimming trees and shrubs, weeding, watering lawns and other planted areas, removing debris, applying fertilizers, pesticides and herbicides, etc.

Supervises and participates in building maintenance assignments, including but not limited to building and structural repair, painting, concrete finishing, custodial maintenance, etc.

Operates and supervises the operation of special equipment, including but not limited to trucks, loaders, backhoes, tractors, mowers, aerator, edgers, weed trimmers, motors, pumps, irrigation systems, brush chippers, janitorial equipment, carpentry tools, painting equipment and tools, plumbing tools, electrician's tools, cement finishing tools, and various other hand and power tools.

Ensures the proper maintenance of department vehicles, equipment and tools.

Supervises the preparation of parks and buildings for special events and programs.

Oversees the daily maintenance, operation and administration of the department's historical and cultural facilities.

Inspects completed work projects for accuracy, completeness and compliance to departmental standards of quality and safety.

Prepares a variety of reports and correspondence related to assigned functions.

Purchases supplies, materials, tools and equipment required to accomplish assignments.

Coordinates maintenance operations with other City departments.

Attends a variety of meetings regarding departmental operations and acts as an information source to employees, administrators, outside agencies and the general public regarding departmental activities and projects.

Coordinates and completes special projects as assigned.

Performs duties of the Director as required in his/her absence.

CITY OF OROVILLE

Performs routine administrative work as required, including preparing reports and correspondence, copying and filing documents, answering the telephone, entering computer data and preparing spreadsheets, etc.

Selects, assigns, supervises and evaluates the performance of assigned personnel; provides or coordinates employee training.

Researches, recommends and implements approved construction and maintenance procedures to improve quality of work products and to increase departmental effectiveness, productivity and cost-efficiency.

Inspects City streets, storm drain / sewer systems and other public works features for deficiencies; schedules corrective action as necessary.

Ensures the availability and oversees the use and maintenance of vehicles, equipment and tools required for daily tasks.

Serves as project manager as assigned; determines and allocates necessary personnel, equipment and materials needed to complete projects; prepares cost estimates and bid documents; orders materials needed; administers contracts.

Inspects the work of subordinates and contractors for compliance with department policies and procedures, standards of quality and safety, approved plans and specifications, and applicable laws, regulations, codes and ordinances.

Provides technical expertise and direction to work crews and personnel assigned to construction and maintenance operations and fleet services.

Performs maintenance, repair, construction and equipment operation duties as necessary to assist crews; equipment operated may include vehicles, various trucks, street sweeper, hydro -vac sewer jetter / rodder, paver, street roller, manlift, tamper, plate compactor, pumps, compressors, generators, common hand and power tools, etc.

Locates and marks underground sewer and storm drain lines for private contractors and utility companies.

Maintains detailed records of work performed and materials used.

Makes recommendations for the purchase of new equipment, and assists in the preparation of equipment specifications.

Assists in coordinating department activities with other divisions, departments, agencies and contractors as appropriate.

Responds, with appropriate equipment and manpower, to emergency incidents within the City as requested by fire, police or other government agency.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding public works projects and programs.

Represents the department in various meetings as required.

Performs various administrative tasks as required, including conducting and attending meetings, preparing reports and correspondence, preparing billing invoices, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Departmental policies, procedures and standards related to public works maintenance and construction projects.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern principles, practices, techniques, equipment, materials and tools used in public works construction and maintenance operations.

Safe and proper operation of heavy construction equipment.

Research methods and sources of information related to public works operations.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and procedures.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Read and understand complex plans, specifications and blueprints.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, specifications, regulations and standard construction practices.

Safely operate a variety of heavy construction equipment.

Select, supervise, train and evaluate staff.

Plan, organize and set priorities for the work of others.

Accurately estimate equipment, materials and personnel costs for public works projects.

Prepare clear and concise operational reports.

Maintain detailed and accurate work records.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

Four years of increasingly responsible experience in arboriculture, horticulture, parks maintenance, public works or a closely related field, including at least one year in a lead or supervisory capacity.

OR

Experience:

Five years of experience in street, storm drain, and sewer system maintenance and construction, including at least two years in a lead or supervisory capacity.

Education:

An Associate's degree in forestry, horticulture, arboriculture, public or business administration, construction management, or a closely related field.

Experience in fleet management is desirable.

Substitution:

Additional experience as outlined above may be substituted for the two years of college on a year-for-year basis. **OR**

Any combination of education and experience, is qualifying, if it would provide the required knowledge and abilities for the position.

Additional Requirements:

Possession of a valid California Class "B" driver's license. A valid Class "A" license is desirable.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, confined spaces, fumes, dusts, odors, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Approved by City Council on 12/06/05