

## **CLASS TITLE: STREET MAINTENANCE OPERATIONS MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for managerial, administrative and supervisory work in directing the construction, maintenance, and repair of City streets and appurtenant areas within designated geographic district, and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Plans, coordinates, assigns, supervises, and reviews the work of subordinate supervisors and their assigned crews performing repair and maintenance tasks on City streets and appurtenant areas
- Assigns and coordinates scheduled repair and maintenance projects
- Monitors progress of large scale projects and inspects work in progress
- Evaluates completed work to assure compliance with established standards
- Computes labor and material estimates
- Reviews incoming work requests and establishes priorities for project completion
- Develops and administers job training programs
- Assists in development of snow/ice and emergency response programs
- Monitors subordinate worker productivity and initiates plans for increased efficiency
- Promotes and monitors safety and training programs
- Maintains records and produces management reports
- Assists in setting priorities for capital equipment requests, and prepares material and equipment specifications
- Assists with budget preparation
- Coordinates purchase requisition and payroll record keeping activities
- Reviews incident, injury, and accident reports and legal claims and investigates when appropriate
- Investigates and resolves citizen complaints
- Conducts and/or attends various meetings
- Coordinates with other City departments on related projects
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration or a related field, and five (5) years of progressively responsible experience in street construction, maintenance and repair work, including proven application of supervisory skills and knowledge; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices, and techniques involved in the construction, maintenance, and repair of streets, curbs, sidewalks, gutters, and driveways; considerable knowledge of the methods of the operation and general maintenance of a variety of construction heavy equipment, machinery, and vehicles; good knowledge of engineering plans and specifications; good knowledge of work hazards and effective safety practices; good knowledge of record keeping practices and report writing; and good knowledge of supervisory and management practices, principles, and techniques. Ability to plan and organize effectively; ability to compile data and prepare written reports; ability to present effective verbal reports and recommendations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires travel to various City locations to monitor street projects.

**Class Code: 1012**

**EEO Code: E-03**

**Pay Code: EX-44**

**Group: Clerical and Administrative**

**Series: General Administrative**

**Effective Date: April 4, 2016**