

CLASS TITLE: PUBLIC WORKS STREET MAINTENANCE MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction performs responsible administrative and engineering work in directing the maintenance and construction activities of the Streets Division of the Public Works Department and other related required duties.

ESSENTIAL TASKS:

- Administers all phases of a comprehensive program of street maintenance and light construction
- Analyzes maintenance and construction needs for City streets
- Develops effective plans for the efficient utilization of personnel, equipment and materials
- Determines priorities for maintenance and construction projects
- Investigates and resolves citizen complaints
- Administers a preventive maintenance program for heavy equipment and rolling stock
- Manages computer work management systems
- Prepares and monitors the Street Maintenance budget
- Sets priorities for capital equipment requests for section
- Develops snow/ice and emergency response programs
- Develops specifications for equipment and materials
- Reviews work performance for quality and quantity
- Makes recommendations for new and improved methods and materials
- 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 civil engineering, public administration or construction management and seven (7) years of progressively responsible experience in public works maintenance and construction work, preferably involving maintenance and construction of streets and/or highways; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Previous supervisory experience preferred.

Knowledge, Abilities and Skills: Considerable knowledge of the materials, methods and practices of street maintenance and construction; considerable knowledge of the characteristics and usage of concrete, asphalt and other materials common to the field; considerable knowledge of the principles and practices of civil engineering as applied to construction and maintenance activities; and considerable knowledge of the characteristics, capabilities and maintenance requirements of heavy equipment. Ability to administer a comprehensive program of street maintenance and construction; ability to program men, materials and equipment for the most efficient usage; ability to establish priorities and make long-range plans; ability to administer a large budget and make sound cost estimates; ability to recommend effective programs incorporating new and improved techniques and procedures; 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 steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, reaching, balancing, bending, kneeling, crawling, handling, feeling, 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.

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

Page 2 (continued from Public Works Street Maintenance Manager)

Class Code: 1013

EEO Code: E-01

Pay Code: EX-48

Group: Clerical and Administrative

Series: General Administrative

Effective Date: October 1, 2010