

STREET MAINTENANCE MANAGER

SUMMARY/PURPOSE

Plan, organize, direct and manage the Street Maintenance Division for the City of Duluth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, direct and evaluate street maintenance operations and programs.
2. Participate in the development and implementation of goals, objectives and priorities for street maintenance activities.
3. Plan, direct, coordinate and review business plans for the division, conduct site evaluations as necessary, and confer with staff to identify and resolve issues.
4. Develop, recommend, implement and administer standards, programs, policies and procedures to ensure efficient and effective operation and compliance with federal and state regulations.
5. Formulate, recommend, implement, and evaluate the effectiveness of new or revised methods and plans to increase productivity, improve performance, and reduce costs.
6. Establish short and long-range goals and objectives within budgetary constraints.
7. Develop and monitor division budget and approve purchase of supplies, parts, equipment, and service contracts.
8. Ensure that street maintenance equipment is periodically inspected and properly maintained and repaired.
9. Participate in pre-construction meetings to coordinate projects and establish timelines.
10. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
11. Develop and monitor comprehensive street maintenance operations plans.
12. Disseminate instructions and information to employees through oral and written instructions.
13. Manage employee performance, and provide training, coaching, and mentoring for employees.
14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
15. Demonstrate support for the organization by managing the efforts, behavior and quality of work produced within the unit.
16. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiatives towards improvements.
17. Coordinate work schedules and approve or reject leave requests.
18. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
19. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
20. Administer contracts with outside agencies or contractors, including design work, preparation of plans and specifications and construction projects.
21. Provide responsible staff assistance to the Public Works & Utilities Director, and prepare and present staff reports and other necessary correspondence.
22. Conduct a variety of organizational and operational studies and investigations and make appropriate recommendations.
23. Serve as liaison between the Street Maintenance Division and other city departments and divisions, outside agencies and the public; and respond to and resolve significant, controversial and/or sensitive issues and complaints in a timely and appropriate manner.
24. Participate in meetings and on committees, attend and participate in professional group meetings, and maintain awareness of new trends and innovations in the street maintenance field.
25. Ensure compliance with City and department policy, and with union bargaining agreements.
26. Ensure compliance with safety rules, and monitor accident investigations conducted by supervisors.
27. Develop and maintain a capital equipment replacement program for the division.
28. Coordinate operations during emergency situations.
29. Other related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in construction management, business administration, public administration or related field from an accredited institution plus a minimum of five (5) years of progressively responsible experience in a position with similar duties and responsibilities including two (2) years of supervisory experience; OR
 - B. A combination of education and experience equaling nine (9) years in a street maintenance operation capacity, construction management, or related field including two (2) years of supervisory experience.
2. License Requirements
 - A. Possession of a valid Minnesota driver's license or equivalent.
3. Knowledge Requirements
 - A. Knowledge of street maintenance technologies.
 - B. Knowledge of the materials, methods, equipment and tools used in street maintenance and construction.
 - C. Knowledge of local, state and federal laws and regulations and safety procedures related to division programs and activities.
 - D. Knowledge of accepted supervisory and personnel management practices, and the ability to apply them effectively.
 - E. Knowledge of organizational and management practices used in the analysis, evaluation and administration of programs and policies.
 - F. Knowledge of descriptive statistics and methods of research and data analysis for the purpose of budget and program development.
 - G. Knowledge of labor relations and labor agreements.
4. Skill Requirements
 - A. Exhibits leadership qualities of adaptability, dependability, and accountability
 - B. Skill in evaluating and analyzing operations and procedures related to division activities.
 - C. Skill in communicating effectively, both verbally and in writing, and including public presentations and public media contact.
 - D. Skill in maintaining records and preparing clear and concise written and verbal reports.
 - E. Skill in the selection, supervision and evaluation of staff in a manner conducive to full performance and high morale.
 - F. Skill in providing superior customer service and satisfaction.
 - G. Skill in effectively managing multiple projects.
5. Ability Requirements
 - A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources, demonstrates an ability to identify and use appropriate materials, methods, and resources necessary to complete the most complex assignments associated with the unit's work.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - C. Ability to interpret and analyze data and descriptive statistics.
 - D. Ability to work as a team player with employees throughout the organization.
 - E. Ability to work independently with minimal information and from general instructions, and to take responsibility for one's actions and decisions.

- F. Ability to recommend and implement goals, objectives and practices to ensure effective and efficient street maintenance services.
 - G. Ability to prepare and administer large and complex budgets and to prepare financial and administrative reports.
 - H. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
 - I. Ability to effectively use computers and standard applications software.
 - J. Ability to interpret and apply federal, state and local laws, regulations, policies and procedures.
6. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to frequently sit for extended periods.
 - C. Ability to occasionally lift and carry items weighing up to 20 pounds for use in presentations.
 - D. Ability to attend work on a regular basis.

HR: HD	Union: Supervisory	EEOC:	CSB: 12/06/2016	Class No:
WC:	Pay: 1115-1130	EEOF:	CC:	Resolution: