CLASS SPECIFICATION
Maintenance Group Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, integrates and directs the organization, financial management, administration, personnel and operations of the Office of Transportation's Maintenance Group; In coordination with the Transportation Director, directs the external affairs of the Maintenance Group with City officials, other bureaus, other government agencies and the public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Maintenance Group is responsible for the development, construction, maintenance and repair of the City's transportation, wastewater, and storm water collection systems, and related public works infrastructures. The two positions in this class split responsibilities, as determined by the Transportation Director, for planning, managing, directing and integrating programs, personnel and operations of the Maintenance Group. Incumbents report to the Transportation Director and participate as members of the Office of Transportation's executive management team. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness. The work of this class is performed within policy direction established by the City Council and the Transportation Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned functions of the Maintenance Group; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the group budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to the Transportation Director and City management concurrence.

3. Provides leadership and works with maintenance and operations managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's, bureau's and group's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs the assessment of city and regional transportation, storm water and wastewater collection system needs and ensures group objectives and priorities are focused on meeting these needs effectively, efficiently and in compliance with all applicable federal, state and local laws and regulations; interprets applicable laws, regulations and city ordinances and policies to ensure group compliance.

5. Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address city and regional transportation system needs; advises the Transportation Director and the City Council regarding policy issues, programs and projects to meet community needs.

6. Directs the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; represents the City with other governmental agencies, professional organizations and elected officials.

7. Serves as the City's representative to professional, community groups and citizens, and to other agencies, organizations and individuals. Addresses civic and other organizations regarding transportation activities and programs to explain and promote public understanding of its work; serves as a spokesperson and advocate for the bureau.

8. Participates in major negotiations with contractors, consultants, vendors and other agencies; may serve on the management bargaining team in negotiations with City labor unions.

9. Meets with City bureau heads to coordinate Maintenance Group activities that cross bureau lines of control.

10. Represents the maintenance and operations organization to the Commissioner-in-Charge and the City Council as designated.

11. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to group operations.

12. Represents the group on the Office of Transportation's executive management team. Works with the Bureau Director and other group managers in setting and carrying out the Bureau's vision, mission, and objectives for transportation, stormwater, and wastewater collection systems.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the construction, maintenance and operation of a large, urban transportation system.

2. Applicable federal, state and local laws, regulations and court decisions.
3. City functions and associated management, financial and public policy issues.
4. Principles and practices of public administration, including budgeting, financial planning, purchasing and maintenance of public records.
5. Social, political and environmental issues influencing program/project development and implementation.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communications.
8. Principles and practices of effective human resources management and supervision.
9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize and direct the operations of a large, complex public works maintenance operation.
2. Analyze and make sound recommendations on complex management and administrative issues.
3. Understand, interpret, explain and apply City policy and procedures.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Establish and maintain collaborative effective working relationships with elected officials, all levels of City management, other elected and appointed governmental officials, labor unions, consultants, contractors, developers, vendors, employees, media representatives and the public.
11. Communicate effectively orally and in writing.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering, management, public or business administration, or a closely related field; and at least ten years of progressively responsible administrative or management experience in the operation and maintenance of a large, complex

public works maintenance and construction program; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A current valid driver's license and acceptable driving record.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 12-05-07

June 2009 - Change Job Class number from 7055 to 30000855, due to system change.