

PUBLIC WORKS MAINTENANCE COORDINATOR

DEFINITION

To plan, organize, assign, guide, and review the work of public works maintenance personnel in streets maintenance and fleet operation personal activities; to assist in development and implementation of street construction and improvement programs and to oversee the daily activity and personnel of the fleet operations division.

CLASS CHARACTERISTICS

General direction is provided by the Director of Public Works. Responsibilities include the direct and indirect supervision of street and fleet operational personnel.

ESSENTIAL FUNCTIONS

- Duties may include but are not limited to the following:
- Plan, organize, guide, oversee, and review the work of Street Maintenance Workers, Equipment Operators, and Fleet Maintenance personnel.
- Assist in the preparation of budgets for Street and Fleet Operation Divisions.
- Assist with and perform a variety of personnel actions including selection, promotions, training, performance evaluations, disciplinary measures and dismissals.
- Analyze Streets and Fleet Maintenance Operations and make recommendations for improvements.
- Prepare time cards of employees and maintain records of equipment use
- Purchase and oversee the purchase of supplies for the Streets and Fleet Maintenance Operations.
- Evaluate and stay within the budget set for Streets and Fleet Operations Division.
- Oversee the preventive maintenance programs for City vehicles and equipment.
- Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be: Equivalent to completion of the twelfth grade, four years of increasingly responsible experience in the construction and maintenance of street systems and other public works activities, including two years at the journey level, and two year in a lead capacity. Must have a valid Class A California Driver's License.

Knowledge, Skills and Abilities

- Materials, methods, tools, and equipment used in construction, operations, and maintenance of street systems, storm drains, and traffic control devices.
- Basic knowledge of gas and diesel equipment.
- Knowledge of tools and diagnostic equipment used in fleet operations
- Related Public Works Operations, particularly water drainage systems and sewage collection and disposal as they relate to street construction work
- Basic municipal accounting and budgeting practices
- Principles and practices of supervision
- Knowledge of local laws, ordinances, regulations and a understanding of OSHA Rules
- Understanding of the Manual on uniform traffic control devices
- Ability to communicate clearly, concisely, both orally and in writing; analyze data and information and draw logical conclusions
- Plan, organize, assign, and supervise maintenance crews and fleet operations personnel
- Over see the scheduling for preventive maintenance of City vehicles and other power driven equipment, including automobiles, trucks, buses, and a variety of light and heavy equipment
- Make judgment on sending vehicles or equipment to outside services for repairs if beyond our capability
- Analyze division's operations and recommend improvements
- Analyze and interpret State and Federal regulations pertaining to street systems
- Establish cooperative public relations with employees, contractors, general public and officials of other government agencies.
- Estimate job costs and keep neat and accurate records
- Acquire or approve the purchase of necessary tools and equipment to assist garage personel in the repairs of the fleet
- Write specification for vehicles, light and heavy equipment and other supplies to be sent to vendors then make recommendations for purchase.
- Advise, train, and evaluate subordinates

- Respond to twenty-four (24) hour emergency calls and take appropriate actions.

Special Requirements

Possession of a valid Class A California Driver's License and satisfactory driving record.

PHYSICL PROFILE: Category III: 2, 3, 4, 5, 6, 7, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22.