



Town of Moraga

Public Works/Parks Maintenance Manager

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: January 2015
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

CLASSIFICATION DESCRIPTION

Purpose

Under general supervision, direct, manage, supervise, and coordinate Public Works and Parks field operations and maintenance activities. Areas of assignment include parks, buildings, street medians, green belts, right-of-ways, streets, storm drain maintenance, storm water pollution prevention, and street light maintenance. Provide highly responsible and complex support to upper management.

Distinguishing Characteristics

The position is a management/supervisory class that works with significant independent authority to perform work that is difficult and complex. The incumbent is responsible for assisting with the development, recommendation, and implementation of the Town's goals, objectives, policies, and procedures, and works extensively with Public Works staff, other Town employees, various public/private organizations, and the general public. Since this is a small department, the person in this position may occasionally perform limited maintenance work.

Working Conditions

Attends meetings at various sites within and away from the Town.

Work on evenings, weekends and holidays may be required. Must be willing to work extended hours or be called back in emergencies.

Physical Demands

Work is conducted in an office setting and in the field on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Supervision Received and Exercised

Under general direction of a Department Director, the Public Works/Parks Maintenance Manager oversees the Public Works and Parks maintenance activities of the Town. With minimum direction, organizes, supervises and carries out year-round preventive and on-going maintenance programs. Supervises staff assigned to Public Works and Parks maintenance.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Manage assigned services and activities related to parks, buildings, street medians, green belts, right-of-ways, streets, storm drain maintenance, storm water pollution prevention, street light maintenance, and other assigned public works functional areas.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within department al policy, appropriate service and staffing levels.
3. Plan, direct, coordinate, and review the work plan for assigned areas; assign work activities and projects; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
4. Select, train, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; investigate problems and recommend and implement discipline.
5. Order and maintain supplies, tools and equipment.
6. Participate in the development and administration of the annual budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; make adjustments.
7. Serve as liaison for the operations and maintenance function and staff with other Town departments and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Establish, ensure compliance, and enforce safety requirements; coordinate and participate in safety training for staff.
9. Respond to and resolve difficult and sensitive inquiries and complaints.
10. Serve in various emergency response roles as required.
11. Establish contractual agreements in compliance with state and regional regulations, and local policies and procedures.
12. Coordinate and oversee contracts for quality work and adherence to contract terms and conditions.
13. Provide technical guidance to contractors concerning public works and parks projects and acts as contract administrator for specific projects.
14. Review plans and specifications for various projects.
15. Assist and coordinate work of various community groups, scouts, juvenile and adult alternative programs.
16. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational and maintenance services and activities in the assigned areas.
- Principles and practices of public works administration.
- Public works operational methods, materials, and engineering specifications.
- Principles and practices of public agency administration and management.
- Principles and practices of municipal budget preparation, monitoring, and administration.

- Principles of supervision, training, and performance management.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage, direct, and coordinate the work of assigned staff.
- Hire, discipline, train, evaluate, and supervise staff.
- Oversee and direct the operations, services, and activities of assigned public works functional areas.
- Develop and administer department goals, objectives, policies, and procedures.
- Administer and oversee a variety of maintenance/construction projects.
- Read and interpret plans, drawings, and specifications.
- Prepare and administer project budgets.
- Prepare clear, concise, and effective administrative and financial reports.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships and other Town employees and the public.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Experience: Ten (10) years of increasingly responsible experience in park maintenance or public works.
- Education: Two (2) years of college education.

License or Certificate

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.