

CITY OF SCOTTS VALLEY

**CLASS SPECIFICATION**  
**MAINTENANCE DIVISION MANAGER**

**JOB PURPOSE**

To plan, organize, direct, coordinate, and supervise the maintenance, operation, construction and repair of City streets, storm drains, buildings, parks, and motorized equipment. Employees in this classification receive minimal supervision within a framework of general guidelines. Employees in this classification direct, supervise, and formally evaluate the work of others. This job class functions at a middle management level of classification and requires a thorough knowledge of a variety of public works operations functions.

**EXAMPLES OF DUTIES**

**Essential Duties:**

- Plans, organizes, directs, schedules, and coordinates a variety of operations functions for the public works department;
- Receives and resolves complaints from the public, contractors, and others;
- Oversees selection, assignment and evaluation of public works operations personnel;
- Coordinates assigned functions with other City departments, government agencies, and public utilities;
- Oversees proper maintenance of equipment and machinery;
- Promotes and maintains division safety training programs;
- Prioritizes projects, determines and requisitions needed personnel, equipment, and materials for various projects;
- Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs;
- Purchases materials and equipment for maintenance operations; contacts and coordinates with outside vendors and contractors for services and supplies;
- Supervises the preventative maintenance programs for the City's varied vehicle and equipment fleet;
- Evaluates and determines the most cost effective procedure for unscheduled repair and maintenance needs; prioritizes work load for division;
- Analyzes operations and suggests and/or implements improvements.

**Marginal Duties:**

- As backup and demonstration, may perform any of the duties normally assigned to maintenance workers;
- Performs related work as required.

**EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be six years of increasingly responsible experience in public works maintenance, construction, and operations activities, including at least three years in a supervisory or management capacity. Possession of a valid and appropriate California driver's license, including a safe driving record, required.

**Ability to:** Plan, organize, supervise, and coordinate the work of a staff assigned to a variety of public works maintenance, operations, and construction functions; oversee the establishment of employee training, safety, and certification programs; provide administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements; develop effective recommendations for the improvement of park and street facilities; ensure the proper maintenance and operation of the City's public works facilities and vehicles; direct and review the preparation of a variety of records and reports; evaluate employees; understand and follow oral and written instructions; perform skilled tasks in the construction and maintenance of public works, parks and building facilities; maintain effective working relationships with subordinates and other employees; communicate in a courteous manner with the public; work independently exercising good judgment and initiative.

**Knowledge of:** Methods, materials and techniques used in the maintenance and construction of municipal facilities, such as streets, sewers, buildings, and landscaped areas; vehicle maintenance; landscape maintenance practices; common construction and maintenance, equipment and materials; basic mechanical principles; occupational hazards and safety precautions for the type of work performed; principles and practices of management, including organization and management of work, effective supervisory practices; laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair; principles and methods of preventative maintenance programs.

**CITY COUNCIL APPROVAL:** July 7, 1993