

CONSTRUCTION & MAINTENANCE MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general administrative direction, plans, organizes and directs the work of crews and personnel engaged in the installation, maintenance and repair of water mains, sewer mains, services and related appurtenances to supply residential, commercial and industrial water and sewer, facilities and fleet maintenance; Plans and evaluates staff performance; established performance requirements and personal development targets; provides leadership and works with supervisors and staff to develop and retain competent staff through selection, compensation, training, and day-to-day management practices that support the District's mission and values.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Director of Operations.

Direct supervision is provided to Water Utility Supervisor, Wastewater Utility Supervisor, Facilities Maintenance Supervisor, and Fleet & Equipment Division.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, organizes, coaches, manages, and evaluates the work assigned supervisor and technical staff; develops, implements and monitors short and long-term plans and goals; develops and monitors performance against annual department budget; develops, implements and manages plans, work processes, policies, systems and procedures to achieve goals, objectives and work standards.
2. Plans and evaluates staff performance, establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development, recommends merit increases; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District personnel policies and guidelines.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned maintenance and repair services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Develop and maintain accurate water, sewer, facilities and fleet maintenance information and records.

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6. Oversee maintenance, repair and installation activities of the District's water and sewer system; ensure proper and safe work practices and procedures
7. Provide guidance and supervision to maintenance field crews; serve as a technical resource regarding water and sewer systems.
8. Trains, supervises and evaluates staff; selects personnel and develops and maintains work performance standards.
9. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
10. Provide staff assistance to the AGM/COO; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
11. Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water and sewer system maintenance.
13. Assumes responsibility for safety training for all staff, enforces safety regulations and accident reporting requirements and implements hazardous materials control procedures.
14. Perform related duties and responsibilities as required.
15. Regular attendance at the work site.
16. Assume management responsibility for all Fleet & Facilities Maintenance Division services and activities; Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Fleet & Facilities Divisions.

Knowledge of:

Principles of leadership, supervision, motivation, training and personnel evaluation.

Principles and techniques of project management, including development of goals and objectives.

Principles and practices of public administration as they pertain to water utility and sewer system maintenance.

Operational characteristics, services and activities of a fleet equipment and facility maintenance program.

Organizational and management practices as applied to the analysis and evaluation of fleet equipment and facility maintenance programs, policies, and operational needs.

Principles and practices of budget development and administration.

Principles, techniques and equipment used in the installation and maintenance and repair of water mains, services, District facilities and related appurtenances.

Safety procedures and regulations, safe work practices and safety equipment related to the work/

Computer applications related to the work.

Methods and techniques of water and sewer system operation, maintenance, installation and repair.

Principles of business letter writing and basic report preparation.

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Principles and procedures of record keeping.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Provide professional leadership, supervision and support to managing water distribution and sewer system maintenance programs.
Provide professional leadership, supervision and support to managing fleet and facilities maintenance programs.
Develop and implement water and sewer programs, including goals, objectives, policies and procedures.
Oversee selection, and training of new employees.
Develop and administer goals, objectives and procedures.
Administer an assigned department/division budget.
Keep detailed and accurate records.
Maintain confidentiality.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Graduation from an accredited college or university with a Bachelor's in public administration, business administration or closely related field.

Experience

Five (5) to seven (7) years of technical experience in a water distribution and/or sewer system maintenance or closely related field, including at least two (2) years of supervisory and administrative responsibility.

Certificate:

Possession of a valid Water D2 Distribution System Operator Certificate issued by the State Water Resources Control Board (SWRCB), and the ability to obtain a Grade 5 within five (5) years.

Possession of, or ability to obtain within 1 year of appointment a valid Grade 2 Collection Systems Maintenance Certificate; issued by the California Water Environmental Association.

Licenses

Possession of a valid Class C California driver's license, and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environmental Conditions:

Combination of office and field environment, travel from site to site. Frequent interaction with District staff and general public.

Physical Conditions:

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills, read and interpret complex data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; interact with District managers and staff, customers who are often upset and dissatisfied, and the public

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.

JOB STATUS: Exempt

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Safety Sensitive Position