

City of San José
CLASS SPECIFICATION

MAINTENANCE MANAGER (3119)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
DOT	Deputy Director or Division Manager	Exempt

CLASS SUMMARY

Performs work of considerable difficulty in planning, organizing and implementing maintenance programs in traffic control, landscaping, sewers, pavement and other street related areas.

DISTINGUISHING CHARACTERISTICS

A Maintenance Manager reports to a Division Manager, or Deputy Director of Transportation and is responsible for managing maintenance programs in the city streets rights of way.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Any combination of training and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, engineering, or other related field and six (6) years of increasingly responsible experience in maintenance of public infrastructure features such as landscaping, sewers, streets, traffic control or related areas, including two (2) years of supervision experience at a level equivalent to Maintenance Superintendent with the City of San Jose.

Required Licensing (such as driver's license, certifications, etc.)

None

Other Qualifications

Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of the methods, materials, and equipment employed in maintenance operations related to trees and landscape, sewers, streets, traffic control, and related areas.
- Knowledge of the principles and methods utilized in inspecting maintenance projects in the areas of trees and landscape, sewers, streets, traffic control, and others.
- Knowledge of the principles of management and administration.
- Ability to plan and direct the work of technical, skilled labor, sub-professional and professional staff.
- Ability to direct inspections and achieve compliance with contracts.
- Ability to interpret and enforce applicable laws and ordinances.
- Ability to direct and evaluate subordinate personnel.

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- Ability to review and prepare correspondence and complete written reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to respond in person and in writing to inquiries and problems reported to the Department by City council staff or the City Manager's Office.
- Ability to establish and maintain effective public relations with other employees and the public.
- Ability to function effectively in personnel matters such as disciplinary actions and decisions for retention or dismissal.
- Ability to supervise and direct department management staff.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of the management principles, practices and the problems of service delivery in the areas of Transportation.
- Ability to establish and maintain effective working relationships with subordinates, contractors, the general public and others.
- Ability to prepare budget recommendations and manage a large budget.
- Ability to plan, organize and control the activities of a large diversified maintenance organization.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Ensures maximum effectiveness of functions through subordinate supervisory personnel, with emphasis on systems and procedures.	Continuous
2.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination and disciplinary recommendations and any other recommendations related to the change in status of employees.	Continuous
3.	Manages the development and implementation of the assigned maintenance section's annual work plans and capital improvements.	Continuous
4.	Plans, organizes, coordinates, implements, and manages maintenance programs in traffic control, landscaping, sewers, pavement and other areas of street related maintenance, ensuring efficient use of resources.	Continuous
5.	Contributes to and evaluates estimates of personnel and materials required for projects.	Continuous
6.	Maintains and coordinates effective working relationships with staff in other departments.	Continuous
7.	Plans and administers annual operating and capital budget for maintenance programs	Continuous
8.	Directs the study of organization, operations and services and recommends ways to improve economy, efficiency and quality in these areas.	Continuous
9.	Acts for the Director of Transportation in conferences with Federal, State, and County officials on cooperative maintenance projects.	Frequent
10.	Acts for the Director of Transportation in public relations and liaison matters; meets	Frequent

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	the public, receives complaints, prepares and gives talks, attends conferences and meetings.	
11.	Appears before the City Council with or for the Director of Transportation on matters pertaining to department functions.	Frequent
12.	Manages the activities of emergency crews on large scale temporary operations such as storm damage.	Occasional
13.	Manages the radio and telephone operations and the related customer services functions of the Department.	Frequent
14.	Coordinates street maintenance activities with professional engineering staff.	Frequent
15.	Participates with regional stakeholders, industry experts and neighboring agencies in implementing cooperative projects.	Frequent
16.	Oversees contract management, grant management, planning, engineering, inspection and maintenance functions for the assigned maintenance section.	Frequent
17.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 9/18/86; Revised 5/91; Revised 9/08 3119:s001
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