

CITY OF MILPITAS  
Public Works Maintenance Manager

CITY OF MILPITAS  
Effective: October 2, 2012  
EEOC: Officials/Admins.  
FLSA: Exempt  
Unit: Unrepresented  
Physical: 1

**PUBLIC WORKS MAINTENANCE MANAGER**

**DEFINITION**

To direct, plan, organize, supervise, coordinate, and evaluate the maintenance operations of the Public Works Department including streets, utilities, facilities, parks, fleet, and street landscape maintenance; to provide high level staff and technical support relative to departmental maintenance operations; assist in the determination of overall policy for the department and individual functions; ensure all activities are performed in compliance with all applicable regulatory, operational, procedural and budget guidelines; and coordinate necessary activities with other City departments, outside agencies and the general public.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director.

Exercises direct and indirect supervision over supervisory and staff personnel.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Supervise, schedule, and coordinate the maintenance activities for streets, utilities, facilities, fleet, and street landscape maintenance.

Develop and implement goals, objectives, policies, procedures, priorities, and work standards of the department.

Direct, oversee and participate in the development of the department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Establish, advise, and review goals of each assigned maintenance section with the respective department personnel.

Ensure safe, efficient, and effective compliance with local, state and federal laws, rules and regulations.

Implement City, department and division rules, regulations, policies, procedures, and practices.

Ensure that department personnel conduct regular safety training, maintain accurate records of all training, and maintain a safe work environment.

Direct the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs, including equipment and repair needs; develops specific proposals and recommendations to meet these needs; provides technical assistance to staff.

Propose, develop, and manage capital projects and contracts.

Prepare periodic reports on routine operations and special reports/studies as required.

Assist in the deployment and coordination of personnel and equipment in emergency situations.

CITY OF MILPITAS  
Public Works Maintenance Manager

Respond to Service Requests regarding field maintenance operations.

Confer with department personnel, other appropriate City staff, and other agencies with regard to projects and special events.

Represent the City and/or the Public Works Director when dealing with various private and public organizations regarding maintenance activities or projects.

Respond to inquiries and/or complaints from the public and regulatory agencies; develop and implement solutions to complex and sensitive technical and public relations situations.

Prepare reports and make presentation to the City Manager, City Council, or other commissions.

Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing; equipment, materials and supplies; administer the approved budget.

Prepare and/or review and approve purchase requisitions for assigned maintenance sections.

Supervise, train, and evaluate supervisory and other assigned staff.

Participate in recommending the appointment and termination of personnel; work with employees to correct deficiencies; implement discipline procedures.

Develop and maintain good working relationships with department personnel, coworkers, elected officials, professional peer groups, and the public.

Perform related duties as assigned.

When assigned to Utilities:

Serve as the City's Legally Responsible Official (LRO) for the Sewer Overflow Response Program.

Responsible for compliance with the City's Sewer System Management Plan.

Serve as the Drinking Water Distribution System Operator.

Perform other Utility duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Materials, methods, tools, and equipment used in the construction, operation, and maintenance of City infra-structure and related facilities.
- Applicable Federal, State, and local laws, rules, and regulations governing assigned operations.
- Report writing techniques.
- Basic municipal accounting and budgeting practices, including fiscal management and expenditure controls.
- Principles and practices of management and supervision, including techniques of personnel administration.
- Safety principles, practices, and procedures.

**Ability to:**

CITY OF MILPITAS

Public Works Maintenance Manager

- Manage the day-to-day maintenance operations of the Public Works Department; assist in preparation and administration of divisional and sectional budgets; perform responsible personnel and administrative duties.
- Effectively schedule, supervise, train, and evaluate work performance of subordinates.
- Exercise sound and independent judgment within policy guidelines.
- Monitor and maintain a high level of performance in the maintenance functions of the department.
- Plan, communicate, delegate, and monitor a variety of concurrent projects.
- Administer the various industrial safety regulations as they apply to assigned operations.
- Implement budget preparation and expenditure control requirements for the assigned maintenance operations group.
- Maintain accurate records, and prepare clear and concise reports.
- Perform technical research work, detailed analyses and preparation of comprehensive reports.
- Interpret and explain applicable laws, regulations, policies, and practices.
- Read plans, blueprints, sketches, and technical manuals.
- Carry out oral and/or written instructions. Read and interpret manuals, plans and specifications.
- Establish and maintain effective work relationships with City staff and the general public.

**EXPERIENCE AND EDUCATION**

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

**Experience:** Twelve years of increasingly responsible experience involving the construction and maintenance of a variety of public facilities and equipment including two years of significant supervisory responsibilities.

**Education:** Completion of High School, supplemented by professional development activities such as training classes or specialized programs related to the maintenance or management fields. An Associates Degree is highly desirable.

**LICENSE OR CERTIFICATE:**

- Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver’s license is required.
- When assigned to Utilities: possession of a valid D3 Water Distribution Operator certificate issued by the California Department of Public Health is required.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment.*

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

Approved by:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date