

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB439 Public Works Maintenance Operations Supt.
POSITION #/TITLE: 2538 Public Work Maintenance Operations Supt.	Adopted: 09-08
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Public Works/Maintenance	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
Reports To Position #/Job Code #/JC Title: 2419/NB364/Public Works Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Reflective Vest, Foot, Hearing	

General Statement of Duties

Manages and supervises the construction, maintenance and repair of the City's street system including street medians, right-of-way and public easements; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over Streets Supervisors in the work of heavy and light equipment operators, truck and area drivers, concrete finishers, and laborers.

Examples of Essential Work (Illustrative Only)

Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures, and identifies opportunities for improvement and directs the implementation of changes;
 Assists the Public Works Maintenance Manager in the planning, organizing and directing of major functional unit of the Operations of Streets which includes Streets Supervisors, Equipment Operators, Area Drivers, Concrete Finishers and Laborers;
 Supervises preventive maintenance activities for vehicles and equipment and ensures that tools and equipment are maintained in good condition;
 Oversees the preparation and monitors the activities of the operational and capital improvement budgets with the Streets programs;
 Manages the development of plans, blueprints, specifications and other working papers relating to proposed street maintenance projects;
 Advises, and otherwise provides assistance to the Manager and the public regarding issues related to the Manager's services and activities, and stays abreast of trends and innovations in the field of public works;
 Interacts with other City departments, and represents the City when dealing with federal, state, county, and local agencies, and media regarding Division's operations and issues;
 Provides administrative and technical assistance to division supervisors within the Streets program, and provides assistance to other work units within the City regarding public works issues;

Acts on Public Works Maintenance Manager's behalf by assignment, or delegation in Manager's absence in Streets program;

Assists the Manager of operations in the establishment of goals, objectives, policies, procedures, and work standards for the division;

Coordinates disaster recovery/relief functions and restoration of equipment and facilities to support the Maintenance Division;

Monitors leave utilization and staffing requirements and reviews employee time sheets for accuracy;

Coordinates and interviews prospective candidates for employment and provides recommendations;

Serves on and leads various intra- and inter-departmental project teams, special projects, and task forces;

Reviews plans for present and future programs and needs including equipment, human resources, and facility requirements;

Acts as an alternate for the Regional Emergency Operation Center for Public Works, GIS working group, Labor Management Council;

Researches and responds to public inquiries concerning department activities and policies;

May fill in for first line supervisors as necessary in a variety of disciplines;

Prepares bids and bid specifications and purchases or orders supplies necessary to complete assigned projects in accordance with Purchasing Services rules and regulations;

Conducts project planning and design and monitors for completeness of specification requirements;

Maintains inventory of necessary parts for completion of projects;

Conducts timely performance reviews and monitors performance and staffing needs;

Attends meetings, conferences and workshops;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of pesticide application, technical requirements of seeding, native plants, soil restoration, hydro seeding, soil erosion and restoration;

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in street and highway construction, street and ground maintenance and repair;

Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures for street construction, maintenance and repair; ground maintenance and repair and erosion control.

Thorough knowledge of the operation of tools used in street construction and maintenance including backhoes, rollers, lay down equipment, concrete mixers, excavators, milling machine, mudjack, crack sealers, seal coat equipment, and hand and power tools; ground maintenance equipment.

Thorough knowledge of construction and building trades including carpentry, concrete, and plumbing construction and maintenance;

Ability to train, assign, motivate, supervise and evaluate the work of others;

Ability to read and interpret blueprints and construction specifications;

Ability to operate and instruct personnel in the operation of tools and machinery used in street construction, maintenance and repair activities;

Ability to communicate effectively and maintain working relationships with the Public Works Maintenance Manager, equipment operators and maintenance personnel, contractors, subcontractors, sewer maintenance supervisors and personnel, other City employees and the public both orally and in writing, using both technical and non-technical language;

Ability to prepare accurate and reliable reports containing construction specifications, maintenance and repair components, findings, conclusions and recommendations;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in engineering, business administration, construction management, or related field; and
Considerable experience in street maintenance and public works management practices; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Driver's License upon appointment.
Registration as a Professional Engineer preferred.
Nation Incident Management System certifications at the 100, 300 and 700 levels within one year of appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate hand and power tools and heavy equipment;
Sufficient manual dexterity, which permits the employee to operate computer equipment, hand and power tools, and heavy equipment;
Sufficient personal mobility, which permits the employee to operate machinery and move construction materials.