



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Maintenance Department
SECTION: Parks, Streets, Water, Wastewater
Collections, City Custodial Services
Storm Water Collections

LOCATION: Lebanon, OR

DATE: March 2015

JOB STATUS: Exempt

JOB TITLE: Maintenance Services Director

FLSA Exempt: Yes

PURPOSE OF POSITION: Manage and supervise the operations of the Maintenance Department, including water, wastewater utilities, streets, storm drains, parks, vehicle and fleet maintenance and city custodial services. Direct and supervise the activities of the Maintenance Supervisors. Responsible for the Maintenance Department Budget. Oversee the development and evaluations of employees. Make hiring and termination recommendations when needed. Provide leadership to the maintenance department, serve as a city liaison to the community at large and serve on the City's management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Manage and Supervise the Maintenance Department operational activities and personnel, both directly and through department supervisors and crew chiefs. Assign and review work; scheduling long and short-term projects, evaluating the department's performance; make recommendations on hiring, terminating, and the administration of discipline, assist and resolve personnel issues at the lowest level possible.
2. Manage the selection and procurement process for professional or contractual services and work with service providers in conjunction with any Maintenance Department services. Establish strategies and design projects to address public works and infrastructure needs.
3. Work jointly with the City Engineer to ensure the fluid administration of services to the public at large.
4. Manage all budgetary aspects of the Maintenance Department. Develop a strategy that is efficient and effective to the operation of the department. Maintain, monitor and analyze expenditures and adjust where appropriate.
5. Identify and develop short and long term goals in conjunction with master plans associated with the Maintenance Department (i.e. Parks Master Plan, Transportation Master plan, Facilities master plans and all Utility master plans)

6. Ensure the public investment in its infrastructure through appropriate maintenance and replacement programs in conjunction with the city's Engineering Department.
7. Attend and participate at City Council and Planning Commission meetings as required.
8. Actively participate and ensure employee development through the use of materials, methods, tools and equipment, including safety measures. Observe employee activity and equipment operation for safe practices.
9. Manage the organization and coordination of Maintenance Department volunteer activities.
10. Respond to questions, resolve problems, and provide technical assistance at worksites. Make decisions within established policy guidelines.
11. Respond to citizen inquiries and complaints regarding crew activities as well as all City infrastructures.
12. When needed respond to emergency situations and share after hours first call duties.
13. Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, co-workers, City council members, pertinent citizens committees, and the public.
14. Serve or assign personnel as department liaison to the Parks Tree Board Committee and other community events or committees as requested.
15. Follow all safety rules and procedures for work areas.
16. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
17. Maintain work areas in a clean and orderly manner.
18. Attend evening meetings as required.
19. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in areas served. Maintain work areas in a clean and orderly manner.
20. Maintain regular job attendance and adherence to working hours.
21. Possess and maintain a valid Oregon Driver's License with an acceptable driving record.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. Associates Degree in Public Administration or the equivalent thereof.
2. Working knowledge of Human Resource Principals and Practices.
3. Eight or more years of related experience with at least six years of management and supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates:

1. Within 45 days of appointment, must possess a valid Class "A" Commercial Driver's License with air brake, tank and hazmat endorsements.
2. Within 18 months of appointment, must possess Wastewater Collection Level I certification and a Public Pesticide Applicators License with Right of Way and Ornamental turf categories.
3. Within 36 months of appointment, must possess ODOT Roads Scholar Level I Wastewater Collection Level II certification.
4. Possession of Work Zone Traffic Control certification, hazardous material training at incident command level.

DESIRABLE QUALIFICATIONS:

1. Current CPR/First Aid card is desirable.
2. Possession of Water Distribution Level 1 and 2, Wastewater Collections Level 1 and 2, and Cross Connection Inspector certifications is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Extensive knowledge of the materials, methods, techniques and federal and state guidelines used in the construction, maintenance and operation of parks and streets, and, occupational hazards and safety precautions.
2. Human Resource Principles and Practices.
3. Common personnel policies.
4. Government budget policies and procedures.
5. Advanced knowledge of Principles and practices of management and supervision.
6. Advanced knowledge of Principles of budget preparation and fiscal accounting.
7. Advanced knowledge of Principles of Public Works and Maintenance Administration.
8. Reporting and disclosure requirements of government entities.

Skill in:

1. Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
2. Managing the operations of the Public Works Maintenance Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost effective services.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Providing outstanding customer satisfaction (internally and externally).

9. Use of Microsoft Office.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 90 pounds.
3. Manual dexterity and coordination are required over 50% of the work period.

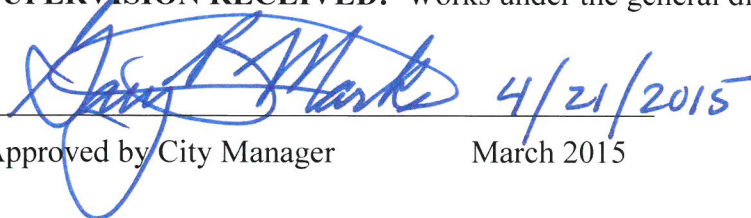
WORKING CONDITIONS: 80% of time spent in usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. The remaining 20% takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc.

SUPERVISORY RESPONSIBILITIES: Responsible for over 20, seldom over 25 FTE.

SUPERVISION RECEIVED: Works under the general direction of the City Manager.

Approved by City Manager

March 2015



A handwritten signature in blue ink, appearing to read "Gary R. Mark", is written over a horizontal line. To the right of the signature, the date "4/21/2015" is handwritten in blue ink.