

# CITY OF MILL CREEK

## POSITION DESCRIPTION

POSITION TITLE: Public Works Maintenance and Operations Manager      JOB CLASSIFICATION: Supervisor  
DEPARTMENT: Public Works & Development Services      REPORTS TO: Director of PW & Dev Services  
SALARY RANGE: J      FLSA EXEMPT: Yes  
REPRESENTATION: Non-represented

Approvals: CM:  date: 11-17-22

Approvals: HR:  date: 11-17-22

### GENERAL DESCRIPTION:

The Public Works Maintenance and Operations Manager, under the direction of the Public Works and Development Services Director, is responsible for the maintenance and operation of the City's infrastructure including parks, streets, stormwater, and facilities. The incumbent in this position is responsible for planning, organizing, and directing the activities, work plans, and programs of personnel in the maintenance and operations division.

### ESSENTIAL JOB FUNCTIONS:

1. Document, monitor, and make recommendations for improvement of division policies for the maintenance and operation of City infrastructure. Develop and implement procedures for maintenance, operation, and repair of City infrastructure.
2. Measure, monitor and report performance of all maintenance and operation functions to facilitate and implement improvements in quality and efficiency.
3. Perform analyses to support decisions to use in-house versus contracted resources for various maintenance, operations, and repair functions.
4. Plan, direct, coordinate, and review work plans for maintenance and operations staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures.
5. Meet with staff to identify and resolve problems/conflicts for the purpose of ensuring that efforts are effectively directed toward achieving departmental goals.
6. Provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Recruit, select, train, and evaluate subordinates' job performance. Recommend disciplinary actions involving suspension, demotion, and terminations and evaluate the performance of personnel.
8. Provide technical assistance to staff as needed; provide or oversee staff development in areas of functional specialization.
9. Prepare and administer the division's budget, work program, staff resources, materials, facilities, and time to ensure the efficient and effective operation of the division.
10. Troubleshoot and analyze City, contractor, and citizen problems related to public works maintenance issues and determine corrective action. Work with citizens, City staff, contractors, developers, and other public and private entities to resolve/negotiate/mediate issues.
11. Manage the maintenance of City building facilities, streets, parks, drainage facilities, buildings and right-of-way using City maintenance staff or contractors. Evaluate, monitor, and assure quality of work.
12. Coordinate maintenance work performed by partner agencies under Interlocal Agreements.
13. Serve as project manager on maintenance-related minor capital projects, including preparing cost estimates, contract documents, bidding, inspection, payments, contract administration, project acceptance and closeout.
14. Manage the maintenance of the Public Works and general city fleet and power equipment. Determine and implement equipment needs, specifications, and maintenance schedules.
15. Provide and coordinate service requests and maintenance for tenants in leased City facilities.
16. Administer the department's safety program; plan, schedule, and conduct monthly safety meetings; develop and implement standard operating procedures; ensure employee adherence to established guidelines.
17. Attend staff and community meetings as required, including City Council, Public Works Committee meetings and other meetings as assigned by the Public Works Director.
18. Coordinate with City departments for special event support.

19. Coordinate twenty-four-hour maintenance response to emergencies which may require the position to be on site during the emergency response.
20. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee, and City information and records.
21. Demonstrate leadership, promote teamwork, accountability, and service excellence within the department.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the position. Other duties may be assigned and/or performed.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Principles and practices of city infrastructure operations, maintenance, and repair.
- Principles and practices of public works construction management, risk management and contract management.
- Principles of building facility maintenance and maintenance contracting.
- Principles of landscape management including landscape maintenance, irrigation management and maintenance, Integrated Pest Management practices and knowledge of ornamental plant and turf management.
- MUTCD (Manual on Uniform Traffic Control Devices).
- Principles and practices of leadership, teambuilding, personnel management, and supervision.
- Applicable state and federal rules, regulations and legislation relating to municipal public works maintenance operations, contracting and safety.

#### **Ability to:**

- Maintain regular, predictable, and reliable attendance during scheduled hours.
- Communicate effectively, both orally and in writing.
- Compose letters using proper grammar and punctuation.
- Present information to diverse audiences.
- Establish and maintain effective working relationships with co-workers, elected officials, contractors, vendors, suppliers, and the public.
- Respond to emergencies on a 24-hour basis.
- Manage multiple projects and/or tasks at any given time; manage time effectively and be flexible.
- Read and interpret plans, specifications, maps, engineering drawings, property descriptions, codes, and architectural and landscape plans.
- Select appropriate materials, supplies, tools, and equipment for various public works projects.
- Operate a variety of construction and maintenance vehicles, equipment and power tools and instruct subordinates on their use.
- Operate a variety of computer software applications including Microsoft Office (Word, Outlook, Excel, PowerPoint), asset management, workorder management, GIS, and facility management applications.

#### **MINIMUM REQUIREMENTS:**

##### **Education and Experience:**

- Bachelor's Degree from an accredited college in construction management, engineering, or related field, minimum five years of experience in facilities, utilities management or public works, including three years of supervisory and administrative responsibility, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to successfully perform the job.

##### **Licenses/Certifications required:**

- Possession of a current Washington State driver's license free of serious and frequent violations or ability to obtain within one month of hire.
- Possession of a valid Washington State Department of Agriculture Pesticide Applicator's license or ability to obtain within six months of hire.

**Preferred:**

- Experience working in municipal government.
- Experience in project management.
- Experience in public sector contracting.
- Experience in asset management.
- Experience in GIS.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office and an outdoor setting.

The employee may be exposed to inclement weather and hazards related to working with and around a variety of equipment. Bending, twisting, kneeling, crawling, and occasional lifting of heavy objects up to 50 pounds may be required. Walking, sitting, standing, bending, and reaching is required. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment.

Travel outside of city limits may be required to attend meetings or trainings. This position may require working occasional weekends or evening hours.