

DIRECTOR OF MAINTENANCE SERVICES

(Unclassified)

DEFINITION

To plan, direct, and review the activities of the department including Landscape Maintenance, Street Maintenance, Building and Facilities Management and Fleet Management Divisions; to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of subordinate division managers and other professional, technical and clerical staff.

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

1. Assume management responsibility for the services and activities of the maintenance services division including streets, sidewalks, landscape, fleet and equipment and building maintenance services.
2. Oversee the City's street maintenance program including paving, pot hole repair, pavement marking, street sweeping, traffic sign, sidewalks, curbs and gutters, storm drain system services and other related public improvements.
3. Oversee the maintenance of City trees and landscaped areas including inspection of all landscape related contract work; manage the roadside weed abatement and pesticide programs.
4. Oversee the maintenance and repair of City facilities including all electrical, HVAC, carpentry, painting, hardware, locksmithing, roofing, and door repair; ensure adequate custodial service for all City buildings.
5. Oversee maintenance and repair of City owned vehicles including police and fire vehicles.
6. Direct and participate in the development and implementation of goals, objectives, policies, and procedures.
7. Plan, direct, and review all City maintenance functions.

8. Review plans, budget estimates and proposed ordinances submitted by division heads.
9. Respond to complex inquires and complaints.
10. Represent the City Manager before citizens, elected officials, and committees on maintenance matters of the City.
11. Determine the need for new equipment and facilities.
12. Supervise and participate in the preparation and administration of the department budget.
13. Coordinate maintenance activities with other City departments and with outside agencies.
14. Select, supervise, coach and evaluate professional, technical and clerical subordinates.
15. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- A. Operational characteristics, services and activities of a comprehensive municipal streets, landscape, fleet and facilities maintenance program
- B. Maintenance practices related to streets including drainage, pavement, sidewalks, curbs and gutters.
- C. Maintenance practices related to building including HVAC, electrical, mechanical, carpentry and custodial.
- D. Maintenance practices related to vehicles including patrol cars, fire trucks and engines and trucks.
- E. Maintenance practices related to tree trimming, removal, planting, irrigation and landscape.
- F. Principles of supervision, training and performance evaluation.
- G. Principles and practices of modern office management.
- H. Principles of organization, administration, budget and personnel management.

Ability to:

- I. Communicate clearly and concisely, both orally and in writing.
- J. Organize, direct, and coordinate the activities of a large department in a manner conducive to full performance and high morale.
- K. Delegate authority and responsibility and to schedule and program work on a long-term basis.
- L. Select, supervise, train and evaluate subordinates.
- M. Pertinent Federal, State, and Local laws, codes and general regulations.

Experience and Education

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

Experience:

At least six years of progressively responsible management or supervisory experience in the maintenance field, with a focus on facilities operation and maintenance, fleet maintenance, landscape maintenance or street maintenance.

Education:

Equivalent to graduation from high school, supplemented by specialized training or college coursework related to the maintenance or management fields. Graduation from an accredited college or university with a Bachelor's degree is highly desirable.

License:

Possession of and maintain a valid California Class "C" driver's license by the date of hire.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen, hearing and speech to communicate in person,

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over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office/and or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

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AAP GROUP: 1
FPPC STATUS: Designated
FLSA STATUS: Exempt