CITY OF FOLSOM

STREETS OPERATIONS MANAGER

DEFINITION

Under general direction, manage, direct, and coordinate the activities of the street and corporate yard division, including street maintenance and repair, traffic signal repair and maintenance, and vehicle repair and maintenance; coordinate street and corporate yard activities with other divisions and departments.

SUPERVISION EXERCISED

Exercise direct and indirect supervision over lower level managerial, professional, technical, and/or clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Manage, direct, and organize street and corporate yard activities, including street maintenance and repair, traffic signal repair and maintenance, and vehicle repair and maintenance.
- Manage capital improvement projects for drainage, street plan check, and design.
- Maintain databases for drainage, street operations, and maintenance.
- Maintain database for damages to city property.
- Oversee the NPDES Plan for the corporate yard.
- Direct, oversee, and participate in the development of the street and corporate yard work plan.
- Participate in the recommendations of and preparation of the street and corporate yard budgets and budget implementation.
- Recommend goals and objectives; develop and implement policies and procedures.
- Monitor workflow.
- Review and evaluate work products, projects, methods, and procedures, equipment, materials, and supplies.
- Interpret and explain policies and procedures to the public, contractors, and City
 officials.
- Provide information to the public and respond to complaints from the public.
- Collect and analyze field data; prepare and maintain records and reports.
- Order equipment and tools as necessary.
- Coordinate mechanical activities with other divisions and departments.
- Attend and participate in professional, staff, and public meetings and conferences.

- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of street and general public works maintenance.
- Principles and practices of vehicle maintenance and repair.
- Pertinent federal, state, and local rules, regulations, and laws.
- Modern office procedures, methods, and computer equipment.
- Principles and practices of organizational analysis and management.
- Principles and practices of hazard and safety management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Common word processing, spreadsheet, and database software.

Ability to:

- Develop and direct a comprehensive street and vehicle maintenance and repair program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Prepare and administer a budget.
- Supervise, train, discipline, and evaluate subordinates.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate verbally and in writing.

Minimum Qualifications:

Education:

A bachelor's degree in business or public administration or a closely related field from an accredited college or university.

Experience:

Four (4) years of full-time, increasingly responsible experience in street construction, repair, and maintenance, including one (1) year of full-time, lead responsibility.

Substitution:

Additional qualifying experience can substitute for the required education on a year-for-year basis.

License, Certification, Registration Requirements:

Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office and field environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise (shout to be heard); occasionally working inside; occasionally work outside in the summer and winter in extreme hot and cold weather; work around moving objects or vehicles; occasionally exposed to electrical energy; occasionally work on rough, uneven, rocky, or slippery surfaces; frequently work around moving objects or vehicles.

Information Block

Class Code: FLSA Status: Established: Revised: Retitled: Workers Compensation Code Bargaining Unit: