



STREETS, STORM DRAINS, AND SEWER DIVISIONS MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, organizes, supervises, and directs the work of the Street and Sewer Division. This position is responsible for program development, maintenance and repair of the streets, sidewalks, street lights, traffic signals, signage and striping, street sweeping, sanitary sewer and storm systems and all their appurtenances. The incumbent ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned work crews and the Deputy Director of Public Works Operations. The Street and Sewer division Manager will assume responsible charge of the department in the absence of the Deputy Director of Public Works Operations, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Streets, Storm Drains, and Sewer Divisions Manager is a management class responsible for assigning and supervising the work of crews engaged in the maintenance, construction, and repair of City streets, sidewalks, street lights, traffic signals, signage & striping, street sweeping, sanitary sewer and storm systems and all their appurtenances. This classification is distinguished from the next higher classification of Deputy Director of Public Works Operations in that the latter has overall administrative responsibility for the Public Work's maintenance operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Deputy Director of Public Works Operations. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, assigns, supervises, schedules and monitors the work of crews performing a variety of tasks related to the maintenance and repair of the streets, sidewalks, street lights, traffic signals, signage and striping, street sweeping, sanitary sewer and storm systems and all their appurtenances.
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are achieved; forecasts the needs and resources of the Street and Sewer Division; assists in assessing current and long-range goals and objectives.
- Participates in the development of the Street and Sewer Division budget relative to assigned areas; prepares reports; monitors assigned program budget; monitors expenditures and purchases approved Capital Outlay equipment.

- Participates in the selection, training, and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; recommends and initiates disciplinary procedures as is appropriate; ensures safe work practices and programs.
- Responsible to carry out the maintenance duties and programs to meet the State Regional Water Quality Control Board mandates as well as Waste Discharge regulations.
- Provides direction for the scheduling of routine and emergency repair of the streets, sidewalks, storm drains, channels, creeks, sewer mains, laterals, and pumping stations. Reviews the work of the Street and Sewer Division staff.
- Supervises the more difficult construction and repair projects, and inspects the work of contractors. Interprets drawings and lays out work for crews.
- Oversees and develops the preventive maintenance program of cleaning the sewer mains and laterals, as well as the storm mains, catch basins and pump stations.
- Examines and approves plans submitted for sanitary sewer and storm drainage to new buildings, remodels and capital improvement projects. Suggests improvements in division procedures and meets with citizens to discuss street and sewer services and resolves complaints.
- Directs the repair and installation of sewer mains, storm mains, and laterals.
- Prioritizes and schedules the repair of streets, sidewalks and curb and gutters, and street signing and painting. Supervises the training of employees and coordinates the worker safety program.
- Supervises and inspects work performed by contractors regarding sewer services, sewer and storm mains, and street resurfacing.
- Writes and administers contracts such as crack sealing, easement cleaning and spraying, CCTV inspection, sidewalk and parking structure cleaning.
- May be required to work during other than normal duty hours, including evenings, weekends, and holidays.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Streets, Storm Drains, and Sewer Divisions Manager. A typical way of obtaining the required qualifications is to possess the equivalent of two years experience as a Street or Sewer Supervisor or similar related experience. An AA degree or completion of some college course work in supervision, management, or project management is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of CWEA Grade 1 certificate in Collection System Maintenance is required and a Grade 2 certificate is required within one year of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Considerable knowledge of methods, materials and equipment used in construction, maintenance and repair of streets and sidewalks, sanitary and storm collection systems, and pump stations; construction project management; operational characteristics of standard construction and maintenance materials, tools, and equipment; pertinent laws, codes and safety orders pertaining to construction, the National Pollutant Discharge Elimination System and traffic signs and markings; principles of street pavement assessment; principles of preventive maintenance and methods of program planning; sewer lateral testing procedures; inspection procedures; generally accepted budgeting principles, including operational and capital programs; methods and techniques of planning and scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices (including S.B. 198 safety compliance standards and confined space entry procedures).

Ability to:

Plan, assign and direct the activities of employees engaged in the maintenance of streets, sidewalks, sewer and storm mains, creeks and channels, pumping stations, and all other sewer and storm system related appurtenances; plan, organize and direct a City wide street sweeping and catch basin cleaning operation; interpret budget status reports, monitor expenditures and recommend modifications to future budgets; write and administer small contracts for operational projects; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations including establishing an effective work order system; remain calm and work extended hours in emergencies make sound decisions within established guidelines; supervise, train, motivate, and evaluate assigned staff; deal tactfully with the

public; respond to after hours call-outs as assigned; interpret, explain, and apply applicable laws, codes, and regulations; work independently and as part of a team; make sound decisions within established guidelines; deal with citizens with diplomacy; exercise good judgment, analyze situations accurately and adopt an effective course of action; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate heavy equipment and tools such as; backhoes, loaders, sewer rodders, trucks, street sweepers, hydro-jet/vacuum trucks, hydraulic equipment, locators, bob-cats, saws, grinders, pipe cutters, electric sewer snakes, etc. Operate and understand computerized telemetry systems. Safely and effectively operate a variety of maintenance equipment, tools, and materials. Operate an office computer including such program as Word, Excel, PowerPoint and Access and utilize email and the Internet; input work order data in the database correctly. Operate computerized telemetry systems to respond to and acknowledge alarms.

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STREETS, STORM DRAINS, AND SEWER DIVISIONS MANAGER
BAMM UNIT
EXEMPT
REVISED: JUNE, 2017
REVISED CC: AUGUST 21, 2017