

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Street and Stormwater Maintenance Manager
FLSA Status: Exempt

Dept.: Public Works
Reports to: Public Works Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Oversees the maintenance and operation of the city's public work facilities and properties and fleet.

Essential Functions

- Inspects, monitors and coordinates maintenance and replacement of public works facilities including but not limited to streets, roads, pavements, bridges, surface water retention/detention systems, traffic signals, signs, and pavement markings.
- Supervises and evaluates the performance of assigned staff; assist with interviewing and selection procedures; recommend promotions, salary increases, discipline, and terminations as appropriate.
- Develops, controls, and monitors assigned budget.
- Monitors, schedules, and oversees public works related contracts.
- Develops and implements short- and long-range maintenance and preventative maintenance programs.
- Assists in the development of departmental goals, objectives, work plan, and work standards. Implements changes as needed.
- Develops practices and procedures to enhance the safety, efficiency, and productivity of staff.
- Coordinates traffic control for City-sponsored special events.
- Communicates with other departments, outside organizations, local businesses and the public to address service complaints, concerns, issues, and requests.
- Participates in the investigation of issues, conditions, and problems or assign personnel to do so.
- Maintains project files, daily logs, time sheets, and work orders.
- Provides technical support and direction in the development of maintenance programs and projects; researches and evaluates new technology related to maintenance operations and procedures.
- Establishes pavement management priorities.
- Oversees purchase and maintenance of vehicle fleet.
- Prepares requests for qualification and requests for proposal, participates in the selection of vendors, negotiates contracts, prepares work orders and cost estimates, and reviews contract performance.
- Coordinates the maintenance, operations, and replacement of fleet system.
- Reviews and processes vouchers for payment.
- Participates in emergency preparation and response.
- Performs other related duties as assigned.

Secondary Functions

- Performs maintenance worker duties.
- Performs traffic control duties.
- Prepares emergency claims and reports.
- Coordinates response to West Nile Response Management program.
- Prepares and presents oral presentations to various groups.

Job Scope

This position involves a moderate level of complexity with recurring work situations with occasional variations from the norm. The incumbent operates independently with minimal supervision, determines own practices and procedures, and contributes to the development of new concepts.

Interpersonal Contacts

The incumbent interacts extensively with staff, the public, contractors, businesses, and other governmental agencies.

Specific Job Skills

Knowledge of:

- Engineering principles and practices as applied to municipal streets, traffic signals maintenance systems, surface water and drainage systems, and utility infrastructure planning, design, construction, maintenance, and operations.
- Standard fleet purchase and maintenance practices and principles.
- Cost analysis, budgeting, and supervisory practices.
- Surface water and drainage collection retention, detention, and disposal systems, and pumping, storage, and distribution systems.
- Federal and state health and safety regulations and requirements.
- Principles and practices of project and contract management.
- Modern techniques, standards, and practices and the equipment, materials, methods, procedures and techniques commonly used in the maintenance, repair, rehabilitation and construction of streets, drainage systems, and other public works facilities.
- Construction industry's standard contractual terms and the definitions of performance used to define maintenance, repair, rehabilitation and construction activities in vendor contracts.
- Federal and state safety, environmental and operational codes, laws and regulations governing the performance of maintenance functions in streets and on public rights of way.

Ability to:

- Support and model the identified vision, values and behaviors of the organization.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate attention to detail.
- Exercise independent judgment.
- Manage the activities of assigned personnel.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Provide technical information and assistance concerning divisional policies and practices.
- Maintain current knowledge of best practices, procedures, regulations, requirements, and restrictions.
- Maintain effective work relationships with others.
- Provide excellent customer service, problem recognition and dispute resolution skills.
- Manage multiple projects simultaneously.
- Meet deadlines.
- Communicate effectively, both verbally and in writing. Verbal presentations may be in front of groups or in difficult situations. Must be able to present complex technical data in an understandable manner to a variety of audiences.
- Prioritize, organize, plan, and coordinate the work based on City and Department objectives.
- Maintain accurate and adequate project records.
- Interpret a variety of technical instructions in mathematical or diagram form and dealing with abstract and concrete variables.
- Operate computer equipment and appropriate software programs to produce reports and analyses.
- Perform the essential functions of the position.

Mental Abilities

Continuous decision making, interpersonal skills, training/supervising and the ability to write and understand English; frequent customer service, problem analysis, independent judgment and/or action, the ability to read and speak English, and perform basic math; occasional teamwork, creativity, mentoring, negotiation, and performance of advanced math; and rare presentations/teaching.

Physical Abilities

Continuous hearing and talking; occasional standing, sitting, fingering, repetitive motions of hands and wrists, walking and reaching; and rare stooping, grasping, feeling, handling, and repetitive motions of feet. Position requires the ability to lift and carry ten pounds and push and pull thirty pounds.

Education and/or Experience

Graduation from high school or equivalent AND five years of increasingly responsible experience in public works related construction and/or maintenance, preferably for a municipality or county, OR a combination of education and experience which provides an equivalent background sufficient to demonstrate thorough competency in the design, construction, and maintenance of public works facilities .

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Valid flagging certificate.

Job Conditions

Work is performed indoors in clean, climate-controlled workspace and outdoors with exposure to the elements, including inclement weather. Job sites may require walking on uneven, rocky, or rough ground. Rare attendance at night meetings may be required.

Hazards

Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Adopted 10/22/10