

DEPUTY DIRECTOR OF MAINTENANCE & OPERATIONS

DEFINITION

Under direction, plans, organizes coordinates and directs the work of the Maintenance Division of the Department of Transportation; supervises technical staff and subordinate supervisors in the planning and implementation of road maintenance and repair.

DISTINGUISHING CHARACTERISTICS

This single position class has division level responsibility for the overall administration of road maintenance and repair, including equipment maintenance and fleet management. This class is distinguished from Director of Transportation which has overall administrative responsibility for all public works functions and programs.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and directs through subordinate supervisors the work of the Maintenance Division.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
- Develops and implements management systems, procedures and standards for program evaluation.
- Directs the preparation of a variety of studies and reports relating to current and future road maintenance and repair and equipment needs and develops specific proposals to meet them; provides technical assistance to staff.
- Directs all equipment and automotive maintenance and repair activities.
- Plans and directs a wide variety of maintenance and repair activities for roads, bridges, and traffic control, including planning for contract work.
- Plans and directs an extensive, County-wide snow removal and ice control program.
- Directs the preparation and administration of the division budget.
- Directs the selection, supervision and work evaluation of division staff and provides for their training and development.
- Prepares or reviews reports for the Director of Transportation; works closely with the Director of Transportation and various groups to explain and coordinate plans for proposed projects and to respond to their concerns.
- Coordinates the work of the division with other divisions, departments, contractors, other involved agencies and individuals.
- Acts as liaison between the County and various governmental agencies; makes presentations to the Board of Supervisors.
- Monitors developments related to road maintenance, evaluates their impact on County operations and implements policy and procedure improvements.
- Ensures adherence to applicable laws, codes, regulations and guidelines.
- Plans, directs and prepares contract documents for a County-wide asphaltic concrete overlay program.
- Develops specifications for the purchase of vehicles and equipment; directs their replacement and disposal.

- Acts for the Director of Transportation, as assigned.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.
- Principles and practices of road and bridge maintenance and repair.
- Theories, principles, techniques and equipment used in public works construction, maintenance and repair activities.
- Safety practices and equipment related to the work.
- Rules, regulations and ordinances governing highway maintenance work.
- Principles and practices of contract administration.
- Principles and practices of budget development and administration.

Skill in:

- Managing and directing a complex public works roads maintenance program.
- Planning, organizing, directing and coordinating a variety of public works activities.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Analyzing complex technical and administrative roads maintenance and repair problems, evaluating alternative solutions and recommending and adopting effective courses of action.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Preparing clear and concise reports, correspondence and other written materials.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Education and Experience:

Education

Equivalent to an associate degree from an accredited college in construction management, civil engineering, public or business administration or a related field.

-AND-

Experience

Three (3) years of management experience in road maintenance and construction work, or six (6) years of supervisory experience in road maintenance and construction work. Experience in a

public agency setting is highly desirable.

Additional management or supervisory work experience may be substituted for the required education on a year for year basis.

Note: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

Other Requirements:

Must possess a valid driver's license.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environmental:

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, and occasionally in the field where they may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Physical:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; stamina and mobility to inspect County development sites, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards; which may require standing for long periods of time or extensive walking over uneven ground. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 15 pounds.

HISTORY

JCN: 0301

Created: JUN 1990

Revised: OCT 1992

AUG 2012

AUG 2017