



OCTOBER 2019
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 0301

DEPUTY DIRECTOR OF MAINTENANCE AND OPERATIONS

DEFINITION

Under general direction, plans, organizes, coordinates, and directs a variety of activities and overall administration of road and bridge maintenance and repair and traffic control operations, including equipment maintenance and fleet management, within the Maintenance Division of the Department of Transportation; supervises technical staff and subordinate supervisors; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Transportation. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the Maintenance Division of the Department of Transportation. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from Director of Transportation in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, coordinates, administers, directs, and evaluates the work in the Maintenance Unit, through subordinate managers and supervisors.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned unit; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and administers the annual budget and capital improvement budgets for the assigned unit; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns.
- Directs the preparation of a variety of departmental organizational and operational studies and investigations relating to current and future road maintenance and repair, and equipment needs; recommends modifications to programs and develops specific proposals to meet them; provides technical assistance to staff.
- Directs all equipment and automotive maintenance and repair activities for roads, bridges, and traffic control, including extensive County-wide snow removal and ice control program as well as contract work for the County-wide asphaltic concrete overlay program.
- Develops specifications for the purchase of vehicles and equipment; directs their replacement and disposal.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Director; works closely with the Director and various groups to explain and communicate plans for proposed projects and to respond to their concerns.
- Coordinates the work of the unit with other units, divisions, departments, contractors, other involved agencies and individuals.
- Serves as a liaison for the department between the County departments, various governmental agencies, and the public; attends meetings in various locations.
- Monitors changes in laws, regulations, and technology that may affect road maintenance; evaluates their impact on County operations; and implements policy and procedure improvements.
- Ensures adherence to applicable laws, codes, regulations, and guidelines.
- Responds to difficult and sensitive public inquiries and complaints, and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles and practices of road and bridge maintenance and repair.
- Principles and practices of civil engineering and land development.
- Theories, principles, techniques, and equipment used in public works construction, maintenance, and repair activities.
- Safety practices and equipment related to the work.
- Principles and practices of contract administration.
- Principles and practices of budget development and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative, management, and professional leadership for the Maintenance division. .
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the unit and the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Analyze complex technical and administrative roads maintenance and repair problems, evaluate and recommend alternative solutions, and adopt effective courses of action.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works maintenance and operations programs and administrative activities.
- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence and other written materials.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Conduct complex research projects and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to an associate degree from an accredited college with major coursework in construction management, civil engineering, public or business administration, or a closely related field;

AND

Five (5) years of supervisory level experience in road maintenance, construction work, fleet/heavy equipment maintenance, or closely related fields. Public sector experience is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

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 material 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, and 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 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

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.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.