



City of Woodland

PUBLIC WORKS OPERATIONS AND MAINTENANCE (O&M) INFRASTRUCTURE ADMINISTRATOR

DEFINITION:

To plan, direct, and supervise field maintenance division activities including infrastructure operations and maintenance, equipment and facility maintenance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Public Works Director. Responsibilities include direct and indirect supervision of staff.

EXAMPLES OF DUTIES:

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

Essential Job Functions:

- Plan, organize and direct activities of the Public Works Operations and Maintenance Divisions pertaining to streets, signs and markings, sidewalks, electrical services, GIS, SCADA, building and fleet maintenance as assigned.
- Plan, organize, coordinate, supervise, and evaluate programs, plans services, staffing, equipment, and infrastructure of the Public Works Department.
- Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating groups within the Public Works Department.
- Prepare and administer the annual Operations and Maintenance Budget for assigned program areas.
- Research and analyze complex problems, evaluate varied information and data, and exercise sound independent judgement within established guidelines.
- Coordinate maintenance service programs with other City departments and with outside agencies.
- Establish and maintain effective working relationships while providing for the evaluation, training, and professional development of assigned staff.
- Work cooperatively with others.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the Employee must be present to work on facilities and equipment impacting the public's health and safety.

OTHER JOB FUNCTIONS:

- Interpret City policies and procedures, update department policies and procedures as needed.

- Draft City policies and procedures as appropriate, and promote positive morale and productivity of assigned department staff.
- Serve as Acting Public Works Director as assigned.
- Make presentations before the City Council, the public, and/or Boards and Commissions as assigned.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration.
- Current principles, practices and techniques of municipal public works maintenance and operations, including but not limited to: streets, fleet maintenance, and building maintenance.
- Public administration principles and practices related to the activities and functions of municipal government.
- Principles and practices of leadership, motivation of personnel, evaluation, counseling, team building and conflict resolution.
- Safety principles, practices, and procedures.
- Operations and programs of a personal computer.

Skill to:

- Plan, organize and administer comprehensive public works office and field activities with in-house and contract personnel.
- Develop, interpret and implement department policies.
- Analyze complex problems, evaluate alternatives, and implement creative but sound alternatives.
- Manage, direct, coordinate, and evaluate the work of assigned personnel.
- Prepare and present clear, concise, and competent reports, both orally and in writing.
- Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work.

Ability to:

- Develop cooperative public relations with other City departments, developers, businesses, and the general public.
- Serve in a standby status after regular working hours and respond to emergency call-outs.

MINIMUM EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

An Associate's Degree from an accredited college or university. Related experience may be substituted for the Associates degree by substituting additional qualifying experience with the City of Woodland, on a year-to-year basis. One year (2,080 hours) of work experience equals one (1) year of College.

Experience:

Six (6) years of supervisory experience in Public Works activities related to street maintenance, electrical maintenance, equipment and facility maintenance, GIS, SCADA, signs and markings infrastructure maintenance or similar division.

Bilingual skills are desirable.

License or Certificate:

Upon hire, possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 30 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects.

OTHER REQUIRMENTS:**Sensory Requirements:**

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors:

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noise, and environmental dangers.