
DIRECTOR OF MAINTENANCE AND FACILITIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee maintenance programs and operations of the City's infrastructure, including, Facilities, Fleet, Streets/Traffic, and other assigned public works functions, including administration and coordination of the City's contract solid waste operations; coordination of assigned activities with other divisions, departments and outside agencies; selection, training, motivating and evaluating staff; oversee and participate in the development and administration of the department's annual budget, and provides highly responsible and complex administrative support to the City Manager and Deputy City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative and policy direction from the City Manager or Deputy City Manager.

Exercises general supervision over management, supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including maintenance of various City facilities, administration of the City's fleet maintenance division, maintenance of all City public streets and alley ways, and the administration of the City's contract solid waste operations. Recommend and administer policies and procedures.
2. Manage and participate in the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Perform research regarding equipment and operations; advise the acceptance of bids and the ordering of supplies.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

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8. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary
 9. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
 10. Represent the department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
 11. Provide staff assistance to the City Manager or Deputy City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
 12. Provide staff support to assigned boards and commissions.
 13. Attend and participate in professional group meetings; stay abreast of new trends and innovations.
 14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
 15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned functional area.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Methods, equipment and materials used in traditional Public Works operations and maintenance.
- General principles of risk management related to the functions of the assigned area.
- Recent and ongoing developments, current literature, and sources of information related to traditional Public Works operations and maintenance.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of personnel management, including training, supervision and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Manage and direct a comprehensive Public Works operations and maintenance program for a municipal corporation.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity which allows for effective interaction and communications with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Six years of progressively responsible experience in the in the field of traditional Public Works operations for a public agency, directly related to: administering the maintenance and operation of public facilities; administration of fleet maintenance including on-site fleet mechanics and related services with a Corporate Yard; administering and implementing the maintenance and improvement of public streets, sidewalks and related areas; and similar directly related experience. A minimum of three (3) years of management and supervisory experience is required at the level of Director or Assistant/Deputy Director.

Training:

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field is preferred. In the absence of a Bachelor's degree, a minimum of ten (10) years of increasingly responsible experience in traditional Public Works operations with a minimum of five (5) years at the level of Director or Assistant/Deputy Director is acceptable.

Licenses and Certifications

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Environmental Conditions:

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet. The employee may also be required to perform work in an outdoor environment, requiring driving to various sites within the City.

Physical Conditions:

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Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Essential functions may also require maintaining physical condition necessary for walking, standing or driving a vehicle.

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.