

CITY OF RIALTO

Approved by City Council: 8/10/21
FLSA Exemption Status: Exempt

Group: Unrepresented
DOT Participant: No

DEPUTY 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 direct, manage supervise, participate, and coordinate the activities and operations of the work of the staff responsible for City maintenance programs and operations of the City's infrastructure, including, Facilities, Fleet, Streets/Traffic, and other assigned public works functions; coordinate assigned activities with other divisions, departments, and outside agencies; select, train, motivate and evaluate staff; ensure work quality and adherence to established policies and procedures is maintained; perform the more technical and complex tasks relative to assigned area of responsibility; provide highly responsible and complex professional assistance to the Director of Maintenance and Facilities and other City staff in areas of expertise; act on behalf of the Director in the event of their absence; and perform related duties and assignments as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative and policy direction from the Director of Maintenance and Facilities.

Exercises direct 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. Oversee the day-to-day management responsibility of the services and activities of the Maintenance and Facilities Department including Facilities, Fleet, Streets/Traffic, and other assigned public works functions, and other maintenance services.
2. Assist in the development and recommendation of short and long-term strategic plans including the development of objectives and priorities to meet mission and goals of City.
3. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Perform research regarding equipment and operations; advise the acceptance of bids and the ordering of supplies; draft, review, approve, and oversee contracts.
5. Advise and assist in maintaining internal data and information regarding City inventory and data operations; research and resolve issues or problems; maintain audit processes.
6. Assist and participate in the development and administration of the department budget; assist in the forecast of funds needed for staffing, equipment, materials and supplies; review expenditures and request budgetary adjustments as appropriate and necessary.
7. Assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the department; review recommendations and actions of staff and resolve department issues and concerns.

CITY OF RIALTO
Deputy Director of Maintenance and Facilities
(Continued)

8. Develop, recommend, and 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.
9. Plan, direct, and manage the department's work plan and staff; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve highly sensitive and/or complex problems.
10. Train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to financial programs, policies, and procedures as appropriate; prepare and present staff reports, memos, documents, and other necessary correspondence.
12. Represent the department, as assigned, to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments, vendors, and outside agencies and organizations.
13. Participate in citywide programs and initiatives as assigned; meet with City staff and provide guidance on department programs; serve as staff on a variety of boards, commissions, and committees.
14. Explain, justify and defend department programs, policies and activities; respond to and resolve sensitive and controversial internal and external concerns, questions, and problems; contact departments involved; provide direction and assistance as necessary to correct issues.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works, services, management, and administration.
16. Provide responsible technical administrative assistance to the Director of Maintenance and other City staff as assigned.
17. Act on the Director's behalf by assignment or delegation in the Director's absence.
18. Performs other 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 public works operations.
- 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.
- Schedule, oversee, and manage contractors, vendors and service providers.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- 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.
- Respond to emergency calls after-hours, including nights, weekends and holidays, travel from site to site.
- 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:

Five (5) 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 two (2) years of supervisory experience is required at the level of Superintendent or equivalent.

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 eight (8) years of increasingly responsible experience in traditional Public Works operations with a minimum of three (3) years at the level of Superintended or equivalent 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.

Possession of, or ability to obtain, a Traffic Safety Specialist (TSS) license is preferred.

Possession of, or ability to obtain, a Forklift Operators Certificate is preferred.

Possession of, or ability to obtain, a Boom Lift Operators Certificate is preferred.

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, including exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; may work at heights on scaffolding and ladders or on slippery or uneven surfaces.

Physical Conditions:

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.