

CITY OF HAYWARD

DEPUTY DIRECTOR OF MAINTENANCE SERVICES

DEFINITION

Under general direction from the Director of Maintenance Services, plans, organizes, directs, supervises, and reviews the activities of a variety of projects and programs throughout the Department of Maintenance Services, including Street Maintenance, Landscape Maintenance, Building and Facilities Management and Fleet Management Divisions, administer capital improvement projects; and provide professional and technical assistance to the Director of Maintenance Services.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification that reports to the Director of Maintenance Services. The Deputy Director of Maintenance Services plans, organizes, and directs activities within Street Maintenance, Landscape Maintenance, Facilities and Building Management and Fleet Management, and other related operational functions, coordinates activities within assigned areas with other divisions and departments and provides highly complex staff assistance to the Director of Maintenance Services. This classification is distinguished from the Director of Maintenance Services in that the latter is responsible for the overall management and functions of the department and the activities, programs, and functions respectively.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Maintenance Services.

Exercises direct supervision over management, supervisory, professional, technical, and administrative staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Manages and participates in the development of goals, objectives, policies, and department priorities; recommends, develops, and implements policies and procedures.

Plans, organizes, and directs services and activities of the Maintenance Services divisions including streets, sidewalks, landscape, fleet equipment and building maintenance services.

Develops and implements the City's maintenance work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.

ESSENTIAL DUTIES (continued):

Supervises and participates in the preparation and administration of assigned budgets including identification of new projects and preparation of the Capital Improvement Program budget.

Creates and develops plans, budget estimates and proposed ordinances submitted by division head.

Selects, develops, and motivates staff; provides or coordinates staff training; works with employees participates in performance management including performance improvement; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Selects and oversees consultants and outside professional services.

Prepares and presents complex technical and administrative reports and recommendations, including presentation materials, to City Council, Council Committees, and Commissions related to assigned area.

Prepares cost estimates, develops bids/RFQ/RFP for projects and manages bidding process.

Provides staff support in meetings with the public, property owners, public officials, civic organizations, and consultants.

Assists the Director of Maintenance Services in explaining and interpreting complex division policies, issues and proposals to City officials, other agencies, and the general public.

Assists in management of the City's Street maintenance program including paving, pothole repair, pavement marking, street sweeping, traffic signs, sidewalks, curbs and gutters, storm drain system services and other related public improvements including the development of alternative mitigation measures and strategies.

Directs the appropriate response in emergency and disaster situations.

Assists in the management of the City's Landscape maintenance program including maintenance of City trees and landscaped areas including inspection of all landscape related contract work, direct oversight of the annual vegetation management and pesticide programs.

Assists in the management, maintenance and repair of City facilities including all electrical, HVAC, carpentry, painting, hardware, locksmithing, roofing, and door repair; ensure adequate contracted security and custodial services for all City buildings.

ESSENTIAL DUTIES (continued):

Assists in the management, maintenance and repair of City owned fleet vehicles and equipment including police and fire vehicles. Direct oversight of the long-term fleet capital replacement plan and asset disposal program.

Responds to complex inquiries and complaints.

Assists in determining the need for new equipment and facilities.

Coordinates maintenance activities with other City departments and with outside agencies.

Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Performs as a team player, with flexibility, cooperation, tolerance and communication.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and current practices of a comprehensive municipal streets, landscape, fleet and facilities maintenance and management program

Principles and practices of analytical research, project management and contract administration.

Maintenance practices related to streets including drainage, pavement, sidewalks, curbs, gutters, and related structures.

Maintenance practices related to building including HVAC, electrical, mechanical, carpentry and custodial.

Maintenance practices related to vehicles including patrol cars, fire trucks and engines and trucks.

Maintenance practices related to tree trimming, removal, planting, irrigation, and landscape.

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Principles and practices of budget development, implementation, and budgeting.

Plan and specification review and analysis of labor/material costs and estimates.

Pertinent Federal, State, and local laws, regulations, codes, and ordinances.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations.

Principles and practices of supervision, training, and performance evaluation.

Modern office procedures and computer equipment.

Ability to:

Organize, direct, and coordinate the maintenance activities.

Prepare and administer a budget.

Evaluate bids, proposals and negotiate contracts.

Review plans and specifications.

Select, supervise, train, and evaluate professional, technical, and administrative personnel.

Exercise sound independent judgment within general policy guidelines.

Interpret and explain division policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Direct appropriate response in emergency and disaster situations.

Exercise sound independent judgment within general policy guidelines.

Address issues knowledgably and tactfully with the public, civic and community groups, public officials, and consultants.

Organize and manage multiple tasks and assigned work functions in an effective and efficient manner.

Delegate authority and responsibility and schedule work on a long-term basis.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Understand, interpret, explain, and apply pertinent departmental, city, local, state, and federal laws, rules, regulations, policies, and procedures.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

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

Experience: Five (5) years of progressively responsible management or supervisory experience in the public works and/or maintenance field, with a focus on facilities operation and maintenance, fleet maintenance, landscape maintenance or street maintenance.

Education: Equivalent to graduation from high school, supplemented by specialized training or college coursework related to the maintenance or management fields. Graduation from an accredited college or university with a bachelor's degree is highly desirable.

License: Possession of and maintain a valid California Class "C" driver's license by the date of hire.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

Probationary Period: One (1) year

U540

Created May 2023

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt