

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Assistant Streets Maintenance Manager	Job Code: 2626
Date: August 13, 2019	EEOC Code: SM
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is assistance in the administration, planning, and management of the daily streets maintenance operations, including the storm water function, in Public Works.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Streets Maintenance Manager and performs all tasks under general direction. This work is distinguished from lower-level crew supervisor positions by its assistance in the comprehensive oversight of the daily operations of streets maintenance including the storm water function.

ESSENTIAL DUTIES: Assist the Streets Maintenance Manager in overseeing, directing, and assessing all daily street and storm drain maintenance activities and programs including all aspects of installing, maintaining, and replacing pavement, signs, pipes, trash racks, inlet and diversion structures, flood control channels, detention basins, pump stations, storm water system facilities, irrigation systems, and sump pumps; ensure the clearing of storm water lines; perform dam inspections; respond to citizens' street and drainage concerns; assist in developing and managing budget, including oversight of purchasing and approval of expenditures; ensure fiscal responsibility; advise and make recommendations to Streets Maintenance Manager; allocate appropriated resources; inspect work sites to determine problems; propose and approve specifications for contracts and equipment purchases; meet and coordinate with the public, contractors, City departments, and other government agencies; oversee construction projects; resolve complex operational issues; develop, submit for review, and implement service programs, policies, procedures, and goals; ensure compliance with applicable City, State, and Federal laws and regulations; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare records and administrative reports on program activities and performance; maintain vehicle/equipment inventory; perform tasks of lower-level employees.

Oversee, plan, and coordinate work of employees and ensure work is completed accurately and efficiently; advise Streets Maintenance Manager in making staffing decisions including hiring and firing staff; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline and/or employee recognition as needed; manage and direct training and development of employees; ensure compliance with the City's personnel policies and procedures; supervise record maintenance and review all reports, logs, work records, and documentation of employees; develop and manage safety programs for personnel, including coordination of applicable risk management issues; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and five (5) years of professional streets and/or storm water maintenance operations experience, two (2) years of which must have been in a program management/supervisory capacity. Additional education may be substituted for non-supervisory experience [each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Class A Commercial Driver's License (CDL) with N - Tanker endorsement and Flagger Certificate are required.

SELECTION FACTORS: *Knowledge of:* methods of construction, maintenance, and repair of streets, sidewalks, gutters, and related structures; methods of installation, repair, and maintenance of storm drains, irrigation systems, and related structures; laws, codes, rules, and regulations governing position functions; principles of traffic control, signing, and pavement marking from MUTCD; City NPDES permit requirements; electrical and mechanical pump station operations and maintenance; erosion control and storm water quality practices; basic English composition, spelling, and grammar; policies and procedures established for the work system. *Skill in:* interpersonal relations and management in the direction and supervision of employees; safely using power tools, hand tools, and heavy equipment in a hazardous environment; recognizing potential dangers and acting appropriately; confined space entry; street repair/maintenance equipment operation; training employees; troubleshooting electrical and mechanical issues; reading engineered plan/profile drawings; installing, maintaining, and repairing storm water equipment, structures, and related areas; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; enforce safety regulations; operate process equipment; communicate effectively verbally and in writing; pleasantly, courteously, and calmly deal with the public in all circumstances; maintain effective working relationships; repair pumps and pump stations; troubleshoot/repair SCADA system; exercise independent judgment while evaluating situations and making determinations; analyze data points to make sound recommendations for improvements; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a way that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the public; demonstrate a high level of commitment to positive customer service.

TOOLS AND EQUIPMENT USED: Street and storm water equipment and tools including, but not limited to: dump trucks, jet/vac truck, loaders, compactors, jack hammer, paint machines, power post hole pounder, powered edger, compressor, snow plows and spreader, sign-making equipment, floor jacks, impact wrenches, weed eaters, hand tools, asphalt paver, asphalt roller, forklift, sand blaster, SCADA, track loader, motor graders, computers, mini-excavator.

PHYSICAL DEMANDS: Requires physical strength/agility sufficient for heavy lifting (50 lbs.), walking, driving trucks, bending, stooping, reaching, entering confined spaces, climbing ladders.

ENVIRONMENTAL FACTORS: Exposure to adverse weather conditions, hazardous materials, chemicals and fumes, prolonged high-noise levels, work in and around heavy traffic. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to call-out and working weekends and holidays.*



 Department Director

8/7/19

 Date



 Mayor/Chief Administrative Officer

8/13/19

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.