



PLANNING AND PUBLIC WORKS MAINTENANCE PROGRAM MANAGER

Department: Planning and Public Works

Job Class: 918400

Pay Range: Professional 09

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is work focusing on the management of maintenance programs and involves directing subordinate supervisors, large crews, or specific work programs in the construction, maintenance, and repair of roads, bridges, traffic elements of roads, surface water management assets, sewers, ferries, airports and other facilities for Pierce County. Primary emphasis is maintenance program delivery according to prescribed scope, schedule, and budget specifications.

SERIES CONCEPT: This classification is the first level manager position in the Maintenance Manager series. The Maintenance Program Manager reports to a higher level Maintenance Manager. This position is distinguished from higher level managers by focusing on program management or the management of a subarea within the overall maintenance of a system, such as roads or sewers.

ESSENTIAL FUNCTIONS:

- Based on assets management systems, plan the annual maintenance program for a major area(s) of a Road, Utility or other divisions program. Oversee subordinate supervisors responsible for maintenance crews engaged in a wide variety of tasks.
- Assign, plan, schedule, inspect, and evaluate work of subordinates; maintain work and personnel records; train new employees; enforce personnel rules; approve or deny use of sick leave, vacation leave, overtime and compensatory time; initiate disciplinary action; assist with the resolution of sensitive labor relations issues.
- Prepare, monitor, and adjust emergency response plans.
- Analyze operating procedures and devise the most efficient methods of accomplishing work.
- Record work accomplished, fuel consumed, equipment mileage, accidents.
- Develop, adjust and monitor plans, budgets, and schedules for anticipated work and equipment; authorize purchases within limits of authority; may monitor or control budget for assigned program.
- Meet with the general public, public agencies or community organizations in order to promote or maintain favorable public relations.
- Ensure staff is complying with applicable safety rules and regulations; review injury reports and recommend corrective actions; inspect work zones and facilities for safety compliance; monitor injury records for trends and recommend corrective actions; conduct periodic crew safety and training meetings.
- Collaborate with internal staff to coordinate County-wide programs, establish program priorities and evaluate specific program requirements.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

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OTHER JOB FUNCTIONS:

- Perform a variety of related work, as required.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of a higher level Maintenance Manager. Assignments are monitored through reports, discussions, and upon completion of assignments. The Maintenance Program Manager is responsible for supervising Maintenance Supervisors, Field Supervisors and for the overall management of an assigned maintenance program or geographic area. The number of workers supervised will vary, depending on the seasonal requirements of delivering the maintenance program, the geographic scope of the activities and the nature of the projects.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Work is performed in an office and out in the field at various job sites. Travel to various work location, job sites, or meeting locations is frequent. Attendance at meetings or outside of normal schedule may be required. Extended periods of concentration and sedentary work are required. Work is performed around a variety of inside and outside environmental conditions, in tight and confined spaces, above and underground, is subject to loud noises and noxious fumes, and working around traffic or near construction equipment. Work may be indoors or outdoors and the employee may be on 24-hour call.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. Travel to attend meetings away from regular work site or to inspect various job site locations is required. A position in this class is generally exposed to prolonged periods of standing, bending, climbing, loud industrial noises, fumes, and gases, above and underground, climbing and descending ladders to a height of 30 feet, enter and exit confined spaces with openings of 24 inches in diameter, use of hands for operating a variety of hand/power tools, equipment, and machinery requiring finger and hand dexterity, observing equipment and machinery in order to ensure proper working conditions, working in the field or in a plant working environment in all types of weather conditions and using proper safety equipment and devices.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of asset management.
- Principles and practices of public administration, organization and personnel management.
- Materials, methods, and techniques commonly used in construction, maintenance, and repair activities as related to the area of specialization.
- Departmental policies, procedures, regulations, and applicable bargaining agreements.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

- Hazards and safety precautions of the work.
- General practices applied to the care and safe operation of assigned equipment, maintenance programs, maintenance equipment and its operations.
- Purchasing procedures.

Skill in:

- The use and operation of personal computers and software applications.

Ability to:

- Establish and maintain effective working relationships with County officials and employees at all levels of the organization, and the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Effectively assign, evaluate, and supervise professional, skilled, semi-skilled and unskilled technical and administrative staff, including subordinate supervisors.
- Communicate effectively verbally and in writing with a wide range of people from diverse social, cultural, ethnic, educational, and economic backgrounds.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Develop and implement a budget.
- Understand and follow complex written and oral instructions.
- Establish and maintain effective working relationships with the employees and the general public.
- Obtain the appropriate certifications, license, or registration as required by the position.
- Operate and train others in the safe and efficient operation of equipment.
- Physically perform the essential job functions of the position.
- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY: Six years of progressively responsible work experience related to infrastructure maintenance which includes 2 years of lead or supervisory experience is required. Related vocational training or education may substitute for up to two years of experience.

SPECIAL REQUIREMENTS AND/OR CERTIFICATIONS: A valid Washington State Driver's License is required; a CDL is desired. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position. Ability to obtain appropriate certifications, license, or registration as required by the position within 12 months.