



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon
Job Description

STREET & EQUIPMENT DIVISION MANAGER

DEPARTMENT/DIVISION: Public Works/Streets

GRADE: M-5

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Under general direction and guidance from the Public Works Director, the Superintendent has direct responsibility to supervise the activities of the Street and Equipment Division, including the functional areas of: Pavement Maintenance, Fleet Management Program, Vehicle and Equipment Maintenance, Signage.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

Determines work to be accomplished in both the short and long term.

Determines necessary resources to accomplish required work and ensure adequate capabilities are available to operate, maintain, and upgrade the City's street system infrastructure, and its vehicles and equipment.

Supervises the Supervisor and other assigned personnel, such as Fleet Maintenance.

Fleet Accident Investigator, City Fleet

Attends meetings of various related responsibilities representing the Street and Equipment Division and, if needed, the Public Works Department.

Effectively communicates substantive issues either verbally or in writing to the Public Works Director.

Responsible for the Maintenance and repair of the City's fleet. Position will also act as the purchasing agent for said equipment and negotiate fuel contracts with vendors.

Resolves problems with residents, property owners.

Reports to State Fire Marshalls on Haz Mat storage.
Report to ODOT mileage report.

City of Klamath Falls Road Authority, issue permits, traffic control/safety plans review, special events, chairman traffic control board.

In concert with the Engineering Division, establishes and maintains a multi-year Capital Improvement Program/Pavement Management System to establish priorities for pavement infrastructure maintenance, repair, and upgrade.

Directly responsible for establishing, monitoring and ensuring that operational and infrastructure improvements are managed within approved budget. Prepares the Street and Fleet Maintenance budget for submission.

Risk Management/Emergency Management City Emergency Response Plan, Business Continuity Plan.

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisor who supervises approximately 13 employees in the Street and Equipment Division. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include involvement in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employee; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or experience:

High school diploma or general education degree (GED). Must have a minimum of 5-10 years' experience in all aspects of Asphalt Paving/Maintenance (Rigid and Flexible). Must have a minimum of 5 years of Management experience in Street/Fleet operations.

Desired:

Have 5-10 years of Heavy and Light Equipment Operation and Maintenance or equal formal training.

Licenses and Certification:

Must possess and maintain a Valid Oregon CDL Class "A" driver's license.

Must have current Flagger Certification.

Desired:

5-10 years of Heavy and Light Equipment Operation and Maintenance or equal formal training .

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

KNOWLEDGE, SKILLS and ABILITIES

Language skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry; good math ability at a Junior college level in science or mathematics. Ability to do economic impact analysis, such as life cycle costing and present worth analysis.

Reasoning ability:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to evaluate problems and new opportunities by gathering relevant information, evaluating such information and presenting solutions, proposals in a clear, concise manner; verbally and/or in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to

finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

