

Streets Manager

Salary: \$84,177.49 - \$108,416.37 Annually

Opening Date Tuesday, February 6, 2018

Apply: The application deadline is Monday, February 26, 2018 at 8:00am. For more information and to apply online, please visit our website, bit.ly/plymouthjobs.

Primary Objective of Position:

Plans, develops, supervises and administers municipal streets operations in a manner that will ensure well maintained, economical and functional operations of city streets. Keeps abreast of regulations, new developments and innovations in procedures and technology to ensure application of the most effective and economical techniques and procedures. Plans, directs and monitors the performance of staff to ensure that all objectives of the division are met.

Essential Functions:

Leadership

Leads, supervises and develops staff in a manner that inspires professionalism, strong inter- and intradepartmental communication, team building and alignment with city values.

- Fosters a respectful workplace culture and champions diversity and inclusion.
- Demonstrates inspirational leadership, promotes collaboration at all levels and empowers staff to be innovative decision-makers.
- Provides effective management by appropriate supervision, delegation, coaching, and training.
- Participates in professional organizations and implements best practices where appropriate.
- Provides feedback through formal and informal performance management.

Management

- Serves as active participant on the public works leadership team and advisor to the public works director.
- Promotes interdepartmental cross-training for employees.
- Works with the parks department to ensure collaboration and efficient delivery of services across all departments.
- Reviews budgets and related documentation as submitted by division supervisors to ensure that fiscal priorities are properly established and coordinated between divisions.
- Develops policies and procedures to ensure purchasing and contracting best practices are used.
- Coordinates with the Engineering Division on the preparation of the capital improvement plan.
- Partners with other government jurisdictions, commissions, professional and private organizations on public works initiatives.

- Directs the operations planning and implementation of programs; monitors program performance and implements needed improvements.

Plans, organizes and directs the streets division.

- Develops and implements maintenance programs for the division.
- Reviews and evaluates methods and procedures.
- Establishes and implements recordkeeping and inventory control plans.
- Develops a maintenance schedule including priorities for repair and guidelines for determining whether to contract or perform the work.
- Keeps abreast of best practices and evaluates the application of those practices to division operations.
- Determines whether a service is most efficiently performed by in-house personnel or by contractors.
- Prepares or assists in the preparation of bid documents, job specifications or direct procurement of goods, services and equipment.
- Administers contracts for service to ensure compliance with specifications.

Monitors the street system so that it meets minimum level of operating condition.

- Maintains a thorough understanding of asphalt maintenance techniques

Directs the maintenance of records for the division.

- Directs the compilation of complete and accurate records so that appropriate operational decisions can be made.
- Directs the compilation of records on complaints and responses.

Supervises subordinate supervisors and streets maintenance workers.

- Establishes work goals, priorities and coordinates division activities.
- Coordinates ongoing division training, safety and risk management efforts.
- Recommends the hiring, discipline and discharge of employees, as necessary.
- Conducts performance reviews and provides direction for goal setting.
- Approves all employment actions.

Coordinates department use of technology.

- Provides leadership for technology upgrades and installations.
- Works closely with staff and other departments to ensure smooth transitions and access to current industry software.
- Provides leadership in implementing and maintaining an asset management system.

Prepares division budgets and supporting materials for submission to the Public Works Director.

- Keeps abreast of current program budget status to ensure responsible use of division funds and budgetary accuracy.
- Reports on program financial analysis to Director periodically.
- Continuously seeks ways to do things more efficiently and economically.

Represents streets division in official matters.

- Responds to public inquiries and concerns regarding maintenance operations.
- Communicates orally and in writing in matters within areas of accountability.

Keeps Director informed of significant matters in the divisions.

Performs related duties as apparent or assigned.

Supervision of Others

- Direct supervision of supervisors and maintenance workers, seasonal workers and additional part-time help.

Minimum Qualifications

- Bachelor's degree in public administration, organizational management, engineering, or a related field or experience and training substantially equivalent to a bachelor's degree.
- Five years of progressively responsible experience in public works construction, maintenance and repair work, including at least two years in street maintenance and repair.
- Five years of supervisory experience with demonstrated ability to direct, supervise, coach and train others.
- Class "A" driver's license.
- Two years' experience with the use of Microsoft Office applications
- Ability to communicate effectively both orally and in writing.

Desired Qualifications

Two-year public works certificate or related education.