

# CLASSIFICATION ADDENDUM

## Job Title: Operations/Maintenance Manager

Classification Specification: Senior Manager/Program Manager

Barg Unit: Non

Pay Grade: D64

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Operations/Maintenance Manager performs duties managing the maintenance division which maintains and repairs the City's vehicles, equipment, and infrastructure including City buildings, sanitary sewers, surface and subsurface drainage systems, streets, landscape, traffic control systems, fleet; establishes and updates maintenance standards and customer service guidelines; prioritizes and oversees corrective and preventative maintenance activities to include periodic monitoring in the field; supervises staff; develops, administers, and monitors budgets; supervises the purchasing of equipment and supplies; develops and administers service and consultant contracts; develops and reviews plans for future maintenance services and projects; completes research and evaluates maintenance issues and options; coordinates/manages interagency projects; interacts with project contractors as required; responds to inquiries and requests from citizens and customers; provides leadership for and during emergency management incidents; acts in the absence of the Development & Public Works Director as required. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of public works administration, construction management, civil engineering or related, with progressively responsible professional public works or engineering experience (including infrastructure management and preservation), and including management experience.

#### Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

#### Knowledge:

- Laws, regulations and ordinances that affect public works maintenance operations;
- Principles, practices, methods and techniques involved in the assessment, construction, renovation, maintenance and repair of City infrastructure, including fleet maintenance operations;
- Civil/sanitary/environmental engineering, and environmental statutes, rules, regulation;
- Incident command system and emergency management.

**Skills:** *(Demonstrated skill in performing the following)*

<b>Essential Characteristics and Duties Addendum</b>
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<b>Qualification For Grade Progression:</b> N/A
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<b>Physical Requirements Addendum</b>
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Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
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Work is typically indoors, however, position requires agility and ability to make trips to the field to oversee infrastructure maintenance work activities which may involve moving about on uneven surfaces in construction environments.
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Travel as required.
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<b>Addendum History</b>
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2012.01 Created

2014.09 Revisions by HR