



City of Klamath Falls

Position Description

Position: Streets and Equipment Manager	Group: Management/Non-represented
Department: Public Works/Streets and Equipment	FLSA: Exempt
Evaluated by: Public Works Director	Salary Grade: 126

Summary

Under general direction of the Public Works Director, the Streets and Equipment Manager is an exempt position under FLSA. The Streets and Equipment Manager plans, directs, and coordinates the activities concerned with operations and maintenance of Streets and Equipment Division in accordance with City policy and governmental regulations. This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems. Performs related duties as required.

Distinguishing Career Features

The Streets and Equipment Manager is a management level position that assists the Public Works Director in administering the overall operations of the City's established mission and goals. The incumbent is responsible for supervising, planning and implementing Streets and Equipment Division activities, including but not limited to pavement maintenance, signage, fleet management program, and vehicle and equipment maintenance. It is distinguished from the Streets Supervisor by its broader reach and greater responsibility.

Essential Duties and Responsibilities

- Determines Streets and Equipment Division 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 Streets and Equipment Division Supervisor and other assigned personnel, such as Fleet Maintenance.
- Acts as Fleet Accident Investigator for City Fleet
- Attends meetings and represents 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 acts as purchasing agent for equipment and negotiates fuel contracts with vendors.
- Resolves problems with residents, property owners.
- Reports to State Fire Marshal on hazardous material storage; reports to ODOT on mileage reports.
- Acts as City of Klamath Falls Road Authority; issue permits; conducts traffic control/safety plans review; oversees special events.
- In concert with the City Development Services 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 Streets and Equipment Division budget for submission.
- Participates in the Risk Management/Emergency Management City Emergency Response Plan, Business Continuity Plan.
- Mentors, guides, and trains employees for their professional development.

Qualifications

▪ **Knowledge and Skills**

Knowledge of governmental regulations relative to the position. Knowledge of economic impacts to include life cycle costing and present worth analysis. Mathematical skills to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Responding to inquiries or complaints from customers, regulatory agencies, or members of the business community; effectively presenting information to top management, public groups, and/or boards of directors.

▪ **Abilities**

Read, analyze, and interpret general business periodicals, professional and technical journals, financial reports, and legal documents; work with mathematical concepts such as probability and statistical inference, and fundamentals of plans and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form. Ability to create economic impact analysis, such as life cycle costing and present worth analysis. Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form. Ability to evaluate problems and new opportunities by gathering and evaluating relevant information and presenting solutions in a clear, concise manner; verbally and/or in writing. Work with computers and software.

- **Physical Abilities**

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 regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee is regularly required to use radios using clear and concise speech. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

- **Education and 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 or fleet operations. Prefer 5-10 years of heavy and light equipment operation and maintenance or equal formal training.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon Driver's License.
Must possess and maintain a Flagger Certification.

Prefer: Class B Oregon Commercial Driver's License with air brake and tank endorsement.

- **Pre-employment**

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

- **Working Conditions**

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. The duties of this position are typically performed outside. May be subject to exterior environment, including heat, cold and inclement weather. May be occasionally exposed to fumes or airborne particles. The noise level in the work environment ranges from moderate to very loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), 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.