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City of Klamath Falls, Oregon
Job Description

MAINTENANCE/ STREET LIGHTING MANAGER

DEPARTMENT: Public Works/Maintenance & Street Lighting

GRADE: M-5

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Under the administrative direction of the Public Works Director, this position provides general divisional management for the Facilities Maintenance and Street Lighting Divisions including strategic planning, asset management, personnel development, fiscal management, and regulatory compliance.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Responsible for maintenance of all City owned facilities, (including, but not limited to all pumps, motors & controllers for the water, wastewater and geothermal systems, as well as electrical maintenance and inspections), street lighting system (3000 lights), and traffic control system (26 signalized intersections).

Plans, organizes and manages priorities and skill development for staff involved in maintaining City facilities, equipment, street lighting and traffic control systems.

Plans, organizes and directs the work of supervisory staff including planning and securing the necessary resources to successfully achieve the Division's mission to ensure reliable and efficient operation of all City facilities, equipment, street lights and traffic control systems.

Provides leadership in the planning, development and implementation of the Division's Capital Improvement Plan (CIP) to ensure reliability and to meet the demands of a growing customer base.

Directly responsible for establishing, monitoring and ensuring that operational and infrastructure improvements are managed within approved budget guidelines. Prepares the Facilities Maintenance and Street Lighting Budgets for submission to the proper authorities and provides leadership in executing appropriate financial planning for the Division to ensure fiscal health of all facilities. Continually working on our Emergency Response Plan. Oversee the implementation and maintenance of the System Control and Data Acquisition. Secure contracts with outside Contractors. Maintain, Monitor and order supplies as needed. Assist in obtaining grants for various programs. Serve on an energy audit program.

Provide leadership in the continuous improvement of Division's productivity, quality of services and staff accountability by establishing realistic performance goals, monitoring and adjusting methods, practices and policies.

Act as the City's liaison with external and regulatory agencies. Prepare and present reports and/or presentations to City management, Council, committees and subcommittees.

Represent the City at various public meetings and on customer service issues.

SUPERVISORY RESPONSIBILITIES

Manages a subordinate supervisor who supervises approximately 9 employees in the 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 employee; planning, assigning, and directing work; appraising 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 Diplomas or GED. Minimum of five years' experience in facilities maintenance and capital planning; and minimum of five years supervisory experience. Requires experience in budget preparation and administration.

Certificates/licenses:

Demonstrated continued training in facilities maintenance through attendance/completion of short courses, seminars, or formal classes.

Must obtain and maintain a valid Oregon driver's license.

PRE-EMPLOYMENT

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

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and techniques of managing, budgeting, contracting and supervising staff involved in the administration, planning operations, and maintenance of facilities; familiarity of standards within the Uniform Building Code and PUC Regulations and the ability to apply regulations to local operations; performance measurements.

Skill in:

Communicating highly technical concepts to technical and non-technical staff, community leaders, elected officials, and the general public, in a personable and professional manner; writing in a clear and succinct manner; managing and coordinating work of professional, para-professional and non-professional support staff.

Language skills:

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

Mathematical skills:

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

Negotiation Skills:

Ability to negotiate agreements that are in the best interest of the Division's customers.

Reasoning skills:

Define problems, collect data, establish facts, and draw valid conclusions; gather relevant information, evaluate such information, and present solutions and/or 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 regularly 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; and stoop, kneel, crouch, or crawl.

The employee must regularly 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 occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

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.

