



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Assistant Manager of Streets Division

JOB NO: AS067221

JOB FAMILY: Administrative/Specialist

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Assist in managing, supervising, and coordinating the programs and activities of the Streets Division within the Public Services Department; and to provide highly responsible and complex administrative support to the Manager of Streets Division.

SUPERVISION

General supervision is provided by the Manager of Streets Division. Responsible for supervision of the Streets Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Assist in managing all services and activities of the Streets Division including new construction, repairs and maintenance of streets, alleys and drainage facilities, storm sewers and waterways.
3. Assist in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; recommend policies and procedures.
4. Assist in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Manager of Streets Division; implement improvements as directed.
5. Participate in the selection, training and evaluation of Streets Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; participate in the implementation of discipline and termination procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
6. Participate in planning, coordinating, and reviewing the work plan for the Streets Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
7. Participate in the development and administration of the Streets Division program annual budget; recommend funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend and implement adjustments as necessary.
8. Coordinate Streets Division work with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
9. Review plans and specifications; ensure compliance with City policies and guideline; make recommendations for necessary adjustments.
10. Assist in coordinating emergency response to high water and icing conditions; coordinate and assign Streets Division personnel.

11. Prepare and present staff reports including the Quarterly Production Report and the Capital Budget Report and other necessary correspondence.
12. Stay abreast of new trends and innovations in the field of streets construction and maintenance.
13. Ensure adherence to safe work practices by maintenance personnel.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

OTHER DUTIES AND RESPONSIBILITIES

1. Perform routine inspections of projects; review blueprints and construction drawings; ensure projects are within the scope of specifications.
2. Analyze material and equipment needed to complete construction projects; recommend quantities of sand, gravel, concrete or other material needed to complete projects.
3. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Streets Division programs, policies, and procedures as appropriate.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Three years of increasingly responsible experience working in street maintenance, repair and construction including one year of supervisory or lead responsibility.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;
- 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operational characteristics, services and activities of a streets maintenance program.

Modern and complex principles and practices of construction maintenance.

Advanced methods and techniques of streets maintenance and repair.

Engineering principles and methods for computation and installation of grade, size of pipe and curvature of radius.

Construction drafting principles and techniques.

Tools, material and equipment used to construct, maintain and repair city streets, alleys and drainage facilities, storm sewers and waterways.

Occupational hazards and standard safety precautions.

Principles of municipal budget preparation and control.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Skill in:

Assembling and preparing data for report presentations.

Ability to:

Work on-call.

Direct, coordinate and supervise the work of supervisory, technical, clerical and maintenance personnel.

Select, supervise, train and evaluate staff.

Interpret and explain City's streets maintenance policies and procedures.

Operate equipment used to construct, maintain and repair city streets including paving roller, pothole patcher, motor graders, backhoes, box tractors, street sweepers, dump trucks and other related equipment.

Analyze and calculate the quantities of sand, gravel, concrete and other material needed to complete street construction, maintenance and repair projects.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment typically encountered in managing street construction projects.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Exposure to dirt, noises and temperature extremes typically encountered in managing street construction and repair*
- *Walking, standing or sitting to manage street construction projects.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

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