

Title: Maintenance Director – Streets & Parks
Department: Maintenance
FLSA Status: Exempt
Reports to: City Manager
Pay Grade: 140

Minimum Qualifications

- A. Education and Experience:
High school diploma or GED required. Bachelor's Degree with major coursework in civil, mechanical, electrical, or industrial engineering preferred. Five (5) years progressively responsible experience in the construction, repair and maintenance of streets and rights-of-way, drainage and infrastructure, traffic control signage and traffic signals, and City parks with at least three (3) years' experience in a supervisory capacity. A comparable amount of training, education or experience may be substituted for the minimum qualifications.
- B. Certifications:
Valid Class "B" Commercial Driver's License preferred.
FL Water and Pollution Control Operators "C" Storm water Certification preferred.
Storm water Technician License preferred.
Construction Inspection Certification preferred.
At least two of the above licenses/certifications required.
- C. Knowledge, Abilities, and Skills:
Knowledge of the modern methods, materials and techniques used in municipal road construction and maintenance required. Must have knowledge of appropriate use and maintenance of traffic signage and signals. Must have working knowledge of the proper care and operation of road construction and other specialized heavy equipment. Knowledge of principles and practices of the grounds maintenance of City rights-of-way and parks and knowledge of proper tree care, maintenance, and removal required. Ability to read blueprints and specifications. Proficiency in Microsoft Office Suite required. Working knowledge of OSHA standards. Thorough knowledge of principles and practices of effective management, administration, and governmental budget procedures. Excellent interpersonal skills and oral and written communication skills required.

General Description

This is managerial, administrative, and technical work in the construction, repair and maintenance of City streets and rights-of-way, drainage and infrastructure, traffic control signage and signals, and City parks and Greenway. Work is performed under the general direction of the City Manager.

Essential Functions

1. Plans, develops, and implements a comprehensive program for the maintenance, repair, and construction of City streets and rights-of-way, drainage and infrastructure, traffic control signage and traffic signals, and park grounds.
2. Assists in the preparation of construction designs, standards, and specifications. Makes estimates of time and materials necessary for the completion of projects.
3. Responsible for developing preventative maintenance and replacement plans for areas of responsibility.
4. Serves as City's ADA Coordinator. Maintain ADA compliance in all areas of responsibility.
5. Oversees the maintenance of all trees in City properties (rights of way, park grounds and Greenway).
6. Sets priorities, approves work schedules, and inspects work in progress and on completion. Supervises staff and contractors that perform maintenance functions.
7. Confers with consultants, engineers, architects, and contractors to plan and implement projects of improvement, property acquisition, and new construction. Reviews specifications and designs. Evaluates information and makes recommendations for the purpose of vehicle/equipment acquisition and replacement.
8. Performs plan reviews for compliance and inspection of drainage, sidewalks, roads, rights of way, sidewalks, driveways, road and traffic signage, and ADA compliance as related to parking and sidewalks.
9. Serves on Technical Review Committee (TRC).
10. Assists in the development and implementation of performance and safety standards in compliance with OSHA guidelines. Plans and conducts safety training.
11. Supervises and appraises staff effectively. Acts on administrative and personnel matters in accordance with company policy.
12. Ensures that maintenance work is performed in a safe and timely manner.
13. Provides technical assistance as need. Establishes and maintains reports, records, and work orders.
14. Inspects areas of responsibility (streets, signage, rights of way, parks and playgrounds, boardwalks, beach accesses, and Egans Creek Greenway) for problems and critical defects.
15. Monitors energy and fuel use. Makes recommendations for more sustainable and cost effective practices.
16. First responder in the event of emergencies and responds 24 hours a day 7 days a week as appropriate (flooding, equipment failures, hurricanes, etc.).
17. Prepares the department budget.
18. Protects assets by establishing, monitoring, and enforcing internal controls.
19. Controls and maintains inventory levels for parts and supplies.
20. Participates in the development of policies and programs related to department operations
21. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises management of actions and potential risks.

22. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
23. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), smelling, moderate lifting and carrying (up to 100 lbs.), reaching, pulling, pushing, walking, sitting, standing, kneeling, bending, balancing, stooping, climbing, crawling, driving, and operating equipment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions with dust, dirt, noise, fumes, grease, oils, electrical energy, slippery surfaces, and vibrations. Works in or with moving objects.

Key Competencies: Integrity, Initiative, Judgment, Professional Knowledge, Communication (oral and written), Safety Awareness.