

## **STREETS, DRAINAGE & FLEET MAINTENANCE DIVISION MANAGER**

**Department:** Public Works  
**Division:** Streets & Drainage  
**Reports to:** Public Work Director

**Classification/Grade:** M-3  
**FLSA Status:** Exempt  
**Date Approved:** \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Under general supervision of the Public Works Director, plans, develops, and supervises the overall function of the streets, drainage & fleet maintenance activities, including construction and reconstruction, repair, and maintenance of City streets and storm drainage facilities and systems; determines means or processes of achieving the objectives, standards or guidelines established by the Public Works Director. Perform related duties as required.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, schedule and implement construction, maintenance, and operation and construction activities designed to provide quality streets, alleys and drainage easements for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
3. Lead, plan, train and review the work of staff responsible for providing maintenance and repair services relating to City streets, drainage and fleet maintenance.
4. Participate in the development and implementation of goals, objectives, policies and priorities for maintenance and field services; identifies resource needs; recommends and implements policies and procedures.
5. Supervise the control and safe use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repairs for all Street Department function.
6. Requisitions needed supplies for the departments and maintain a variety of records relating to personnel, equipment and supplies.
7. Operate and perform light routine maintenance of equipment, including backhoe, motor grader, loader, dump truck, street sweeper, etc.
8. Repair of sidewalks and streets, installing water and drainage pipes, cement work, repairing irrigation canals, streetlights and signals.
9. Oversee street projects.
10. Participate in the development and administration of public works program budgets; forecast additional funds needed for staffing, equipment, materials, and supplies.
11. Assist in the development and management of assigned budgets.
12. Prepare yearly Regional Flood budget for Public Works Director to review.
13. Maintain flood control and turns in reports monthly.
14. Assist with reviews and interviews of applicants for new employment.
15. Perform evaluations of subordinate employees and makes recommendations for promotions or demotions within the department.

16. Provide recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.
17. Respond to complaints and makes necessary arrangement to resolve any problems as needed.
18. Be dependable and meet acceptable attendance requirements at all times.
19. Oversee the safety of assigned personnel by instructing individuals in proper safety procedures and monitoring work in progress.

### **OTHER JOB FUNCTIONS:**

- A. Perform evaluations on employees as assigned by the Public Works Director.
- B. Perform some responsibilities of the Public Works Director as assigned in his/her absence.
- C. Oversee the maintenance of tools and equipment.
- D. Serve on various employee and/or other committees as assigned.
- E. Conduct safety meetings as required or needed.
- F. Perform other related duties as assigned.

### **QUALIFICATIONS:**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

#### **Knowledge of:**

- Principles of supervision, training and performance evaluations.
- Pertinent Federal, State and local laws, codes, and regulations.
- Common practices, methods, used in street, drainage and fleet maintenance, and related construction work.
- Operating principles of heavy equipment.
- Construction tools and equipment.

#### **Ability to:**

- Lead, organize and supervise the work of staff in the area of work assigned.
- Recommend and implement goals, objectives and practices for providing effective street maintenance, traffic signal lighting, street lighting, storm drainage and street sweeping services.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Interpret and apply Federal, State, City and department policies, procedures, rules, and regulations.
- Adapt to varying work assignments.
- Communicate clearly and concisely, both orally and in writing.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Implement and maintain an effective safety program.
- Work non-standard hours such as evenings, weekends and holidays.

### **Special Requirements**

Residency Requirement: Must be able to respond within 20 minutes from residence.

### **Experience, Education & Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: Seven (7) to ten (10) years experience in with emphases in streets and drainage operations, including at least five (5) years in a supervisory capacity.

Training: Classes as required to perform job.

License or Certificate:

Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “B” driver’s license; Endorsement N as a minimum. (Employee will be subject to random and other alcohol and drug testing). Nevada restricted use pesticide certification, Flagger certification, International Municipal Signal Association Signal Technician certification; and member of the American Traffic Safety Services Association.

**WORKING CONDITIONS:**

Work is performed under the following conditions:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive loud noise, vibration, dust and traffic.

**Physical Requirements:**

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, frequent kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Subject to 24 hour call back for emergency conditions.

**Job Hazard/Risk Factors:**

Employees risk physical hazard from mechanical and electrical equipment, exposure to live sewer systems, storm drain systems, human debris, drug paraphernalia, heavy equipment, hot tar and asphalt, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

September 2002  
September 2005