

CLASS TITLE: PUBLIC WORKS SURFACE DRAINAGE & VEGETATION MAINTENANCE MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, administrative, and operational management work in directing the Public Works Department Surface Drainage Management Program and Vegetative Control program; and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and administers all phases of the Public Works Department's Surface Drainage Program and Vegetation Management Program
- Develops and implements plans for the efficient utilization of personnel, equipment, and materials
- Directs the maintenance of the City's right-of-ways, median strips, cemeteries, detention facilities, roadside ditches, channels, wetlands, and creeks
- Directs an urban tree program
- Establishes and monitors an equipment maintenance program
- Develops specifications for equipment and material purchases
- Develops and administers the Public Works Vegetative Management and Surface Drainage annual budget, safety, and personnel programs, including training
- Reviews construction plans and inspects construction projects
- Develops and directs an emergency response for hazardous materials and flooding
- Monitors City, State, and Federal legislation to assure compliance
- Reviews technical publications to research new techniques and equipment
- Provides information on resource use and work accomplishments
- Acts as liaison with individuals and groups of citizens to accomplish objectives

Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, landscape management, public or business administration and seven (7) years of progressively responsible experience in vegetative maintenance and construction and repair of stormwater flood control systems and related facilities; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, and chemicals involved in a comprehensive vegetative control program and repair of stormwater flood control system; and considerable knowledge of the methods of operation of heavy construction vehicles, machinery, and specialized equipment used in the maintenance of the City's right-of-ways and drainage facilities. Ability to plan, coordinate and supervise a large labor force engaged in Public Works landscape, construction, repair, and maintenance of Surface Drainage facilities; ability to coordinate work activities, determine purchasing needs, and keep accurate written records; ability to interpret engineering blue print specifications; ability to develop and present reports and recommendations in both written and verbal communications; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 10 pounds; occasional pushing and pulling up to five pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and occasionally outdoors and in inclement weather; and requires travel to various City locations for inspections and emergency response.

Class Code: 1057

EEO Code: E-01

Pay Code: EX-48

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective date: July 1, 2000