CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 803.3

Job Title: **ASSISTANT PUBLIC WORKS MAINTENANCE MANAGER**

Pay Grade: 26

GENERAL SUMMARY:

Assists in directing and managing public works' water/wastewater repair and maintenance facilities and personnel.

RESPONSIBILITIES:

- Assists in enacting policy; develops, maintains and interprets branch and/or division policy.
- Plans, organizes, schedules, directs, and reviews various operations, facilities and personnel to ensure implementation and completion.
- Coordinates work of sections and works cooperatively with other divisions, outside agencies, committees and civic associations.
- Reviews and critiques methods and procedures regularly to maintain and improve efficient area operations; evaluates individual and group performance and makes or recommends needed improvements.
- Maintains current knowledge of technological and legislative changes which affect specific activities and initiates actions made necessary by such changes.
- Maintains records and reports of work scheduled and accomplished.
- Provides input for decision-making and planning.
- Supervises the preparation of budget estimates; plans personnel allotments; maintains budget control over personnel and materials.
- Implements emergency preparedness plan and gives personal attention to emergency and special problems; responds to complaints or inquiries from the public, City officials or agencies.
- Oversees preparation of purchase orders, researches to determine specifications, contacts and discusses needs with vendors. Identifies needs for supply agreements; forecasts supply needs to ensure availability.
- Implements and monitors technical and safety training. Makes presentations in training/safety sessions.

SPECIFICATIONS:

KNOWLEDGE:

Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field. Requires advanced vocational or electronic skills or a basic knowledge of a professional field. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to 3 years duration are characteristic of this level. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

EXPERIENCE:
Six years of experience closely related to the activities of the branch or division are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position has significant input on personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
General Superintendent
Public Works Maintenance Section Chief
Assistant Public Works Maintenance Manager
Public Works Maintenance Manager

Effective: October 1990
Revised: September 2022