CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 803.4

Job Title: **PUBLIC WORKS MAINTENANCE MANAGER**

Pay Grade: 29

GENERAL SUMMARY:

Manages and directs the field maintenance operations for a regional service center. Plans and supervises the repair and preventive maintenance of a portion of the city's water mains, sanitary sewers, valves, fire hydrants, manholes and other facilities.

RESPONSIBILITIES:

- Enacts policy originating from the Mayor or department administrators; develops, maintains and interprets policy, ensuring consistent application.
- Plans organizes, directs and reviews various operations, facilities and personnel.
- Works cooperatively and coordinates activities with other divisions and departments. Cooperates with related outside agencies, committees and civic associations.
- Reviews and critiques methods and procedures regularly to maintain and improve efficient operations; evaluates individual and group performance; makes needed improvements.
- Maintains current knowledge of technological and legislative changes which affect activities and initiates actions made necessary by such changes.
- Implements and participates in modifying emergency preparedness plan. Gives personal attention to emergency or special problems; responds to complaints or inquiries from the public, City officials or outside agencies.
- Develops productivity measures and monitors performance or personnel.
- Prepares and implements plan for meeting Federal, State, and City legislative requirements.
- Forecasts future program needs and identifies scope of budget and capital programs. Conducts periodic review of expenditures and makes program or budget adjustments as required. Oversees preparation of annual operating budget request.
- Presents information concerning the Public Utilities Department to interested citizens' groups on an as requested basis.
- Reviews hiring recommendations and job performance evaluations for consistency and compliance with City policy and procedures, AA/EEO goal implementation, and effective counseling and career development training for personnel.

SPECIFICATIONS:

KNOWLEDGE:
Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:
Seven years of experience closely related to the activities of the area or division to be supervised are required.

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

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hiring, terminations, and pay changes.

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

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

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