



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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STREETS MAINTENANCE MANAGER PUBLIC WORKS DEPARTMENT

POSTING DATE: December 15, 2015

RATE OF PAY: \$29.3531/hour

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: December 28, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 20

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing overall leadership, direction and technical expertise to programs and work crews engaged in installation, repair, maintenance work and winter operations on City streets and infrastructure.

ESSENTIAL JOB FUNCTIONS:

- In conjunction with the Assistant Director of DPW Maintenance, plan, organize, direct and monitor the day-to-day operations and long term programs.
- Negotiate and resolve conflicts between crews and management.
- Coordinate appropriate program operations, including but not limited to, answering calls for assistance, evaluation of snow removal operations from City streets and sidewalks, replacing of sidewalks and curbing, street surface repairs, storm water and sewer projects.
- Assist the Assistant Director of DPW Maintenance Division team with program development and evaluation.
- Develop bid specifications, for a variety of specialized equipment and purchases.
- Compile cost projections to maintain needed inventory and submit informational reports as required for compliance with budgetary mandates.
- Maintain, train and ensure current technologies and industry standards are directed to staff.
- Manage personnel by recruiting, providing supervision, disciplinary actions, training and scheduling.
- Ensure that all worksites meet the City safety standards. Prioritize work and determine resources needed such as materials, equipment requirements, work crews and work schedules.
- Plan job sites and identify city departments not limited to Fire Department, Police Department, CCTA and emergency dig safe as needed.
- Perform recordkeeping, administrative functions, and extensive involvement with users and /or the public in day to day operations.
- Supervise the maintenance and repair of City infrastructure and streets in all weather conditions.
- Maintain accurate, up-to-date knowledge of division and department goals from briefings with the department director; solicit feedback from crews, initiate communications with and offer feedback to management.
- Facilitate daily safety meeting and ensure the City Safety Manual is followed. Reviews and enforces VOSHA and MUTCD Traffic Control Standards.
- Act as "Ambassador" for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Assure Division adherence to quality standards established by department procedures, City regulations and state and industry standards.
- Identify and coordinate with the Fleet Manager all maintenance and repairs of assigned equipment.
- Oversee the completion of work order including billing functions and solve related problems as required.
- Schedules and coordinate maintenance crews; approving time cards, employee leave, and on-call schedule. Assist with the Recycle Program as needed.
- Perform snow plowing as required.
- Operate all Division equipment.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High school diploma or equivalent with six (6) years of road- related construction experience with at least three (3) years supervision and two years' experience and a background in general construction.
- Ability to obtain and maintain APWA Public Infrastructure Inspector Certification within one (1) year of date of hire required.
- A valid Vermont CDL Class B license required.
- Knowledge of departmental, divisional, City and state policies, procedures and regulations affecting area of assignment.
- Demonstrated knowledge of industry methods, materials, and tools.
- Planning and organizational skills including the ability to plan and execute a schedule.
- Ability to work outdoors in all weather conditions.
- Ability to lift manholes, covers/frames, bags of concrete (up to 150lbs) with assistance.
- Ability to work in confined spaces and in moving traffic areas.
- Ability to inspect work projects for adherence to specifications, divisional procedures and other pertinent regulations and codes.
- Ability to use a laptop, iPad, or equivalent in the field to document DPW Request for Service Program (RFS), read maps in the GIS program. Experience with computers in a Windows based environment required.
- Knowledge of administrative practices and the ability to provide required written reports and documentation.
- Ability to establish and maintain effective working relationships with staff, City officials and citizens.
- Ability to communicate effectively orally and in writing with supervisors, staff, subordinates, governmental and industrial representatives, and the general public.

- Demonstrated ability to forecast and plan long range division maintenance and repair projects and the ability to recommend long range construction and improvements projects in area of assignment.
 - Ability to create and maintain an environment that embraces the 6 operating principles: Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
 - Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
 - Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
 - Regular attendance is necessary and is essential to meeting the expectations of the job functions.
 - Ability to understand and comply with City standards, safety rules and personnel policies.
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To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.