

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	MAINTENANCE OPERATIONS COORDINATOR	CLASS CODE:
DEPARTMENT:	TRANSPORTATION	FLSA STATUS: E
REPORTS TO:	DEPUTY DIRECTOR DOT - MAINTENANCE SERVICES	DATE: 3/07
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under general direction, assists the Deputy Director Transportation – Maintenance Services in planning and directing the operations, budget and staff of the Maintenance division; provides a variety of technical expertise; participates in recommending and developing new policies and procedures; and acts as the Deputy Director during absences and when designated. The work consists of complex and responsible managerial duties within a major County department.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Operations Coordinator is a management classification responsible for the coordination of field operations and equipment management for the Maintenance Division, including assisting in planning, budget development, and coordination of work within the division. This classification reports directly to the Deputy Director of Transportation – Maintenance Services and is expected to play an integral role in the department's management team. This classification is distinguished from the Deputy Director of Transportation – Maintenance Services by the latter's overall responsibility for the division.

SUPERVISION EXERCISED:

The Maintenance Operations Coordinator exercises supervision as a unit chief in one or all of the road maintenance geographic areas or other County maintenance activities sections. The incumbent(s) in this class have the responsibility for scheduling the activities of the County Senior Road Crew Supervisors, Road Crew Supervisors, Heavy Equipment and Automotive Fleet Maintenance Supervisor(s); as well as private contract forces in the construction, installation, maintenance and repair of systems and equipment. Incumbents in this class will have delegated to them, by the Deputy Director of Transportation – Maintenance Services, supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Assists in the administration, direction and supervision the operations, activities and staff of the division, including planning and budgeting, preparing and presenting reports to Director of Transportation, investigating complaints, overseeing safety program and administering department matters.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assists in the development of and recommends operating budget for the division annually; monitors and administers approved budget.
- Assists in the development of, communicates, and monitors policies, procedures, and standards for the division; recommends improvement when necessary.
- Reviews operating policies, procedures, and techniques to determine effectiveness.
- Confers with management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.
- Participates in, and serves as a member of, a variety of committees and groups.
- Advises Director of Transportation, on issues concerning division activities and functions.
- Plans, coordinates, and schedules maintenance, repair and construction of County-maintained roads, bridges and structures within road maintenance geographic areas. Assists Road Crew Supervisors and their subordinates in projects involving the construction, inspection, operation, maintenance and repair of county roads and highways, and related systems equipment. Prepares the annual work program for the road maintenance geographic areas.
- Oversees the activities and operations of Road Services including planning for improvements, traffic control and encroachments, road maintenance, street landscaping, drainage maintenance.
- Prepares and manages project budgets; computes cost estimates for materials and personnel; requisitions material and supplies, assists in the preparation of the annual budget of the division.

- Prepares reports; investigates and answers inquiries and complaints from the public; serves as information resource to the newspapers, radio stations and other media in event of emergency situation; acts as a liaison to other public agencies; prepares statistical and analytical reports regarding section operations. Evaluates the condition of roads, bridges, and other related public works projects within the County.
- Discusses administrative and engineering master plans and operational priorities with engineering staff; makes recommendations regarding problem areas and safety hazards; assists in the development and implementation of preventative maintenance programs; assists in the development of primary and secondary power sources.
- Conducts programs on industrial safety and ensures personnel, facilities and equipment are in compliance with State and Federal occupational health and safety standards.
- Conducts programs on road ecology and water quality and ensures personnel, facilities and equipment are in compliance with State and Federal environmental standards.
- Receives, analyzes, and resolves road-related emergencies from C.H.P., County Sheriff's Office, general public, and other agencies.
- Directs involvement of personnel issues and lawsuits.
- Conducts routine inspections of division equipment, assuring safe and efficient operations. Prepares reports on all work-related accidents involving division personnel and equipment.
- Acts as superior, in his/her absence, for temporary period of time.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Surveying Equipment Vehicle Drafting Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from an accredited two-year college or technical school; and, four or more years of progressively responsible experience performing duties such as planning, overseeing and directing the work of construction or road (or other) maintenance operations, including at least two years in a supervisory capacity; or, a combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The methods, materials, tools and equipment used in Road Maintenance operations, maintenance and construction activities including the treatment and disposal of wastewater.
- The principles and techniques of effective supervision and training; and occupational hazards and modern safety practices in the operation of light and heavy equipment.
- The generally accepted methods of management and administration; budgeting and financial considerations pertaining to maintenance, operations and construction projects and working within established budgets.
- Basic geometric calculations including basic surveying and field engineering computations.
- Keeping records and prepare clear and concise written reports.
- Keeping informed of current developments in the fields of road maintenance.
- English syntax and grammar.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Standard business arithmetic, including percentages and decimals.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understand, interpret and communicate complicated policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Ability to:

- Plan, organize, and direct the work of subordinate staff.
- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- Speak effectively before public groups and respond to questions.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 20 pounds.

Working Conditions:

- Incumbent is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, speak and hear, and lift and/or move up to 50 pounds.
- Incumbent is frequently exposed to outdoor weather conditions, work near moving mechanical parts, fumes or airborne particles, risk of electrical shock, work with explosives, and toxic or caustic chemicals.
- The incumbent's working conditions are typically loud..
- Incumbent is on-call twenty-four hours a day, seven days a week.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.