ASHEVILLE, NORTH CAROLINA

Classification Specification

Division Manager, Streets
Job Code: 4100
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan and manage operations and staff of the Streets Division of the Public Works Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: directs the activities of personnel through subordinate managers; plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Department Director or others as requested.

Develops and implements long- and short-term plans, goals, and objectives for operations of Streets Division: researches, assesses and develops strategies to meet current and future issues and concerns regarding City street and sidewalk construction, maintenance, and repair needs; and recommends and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for Streets Division: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates and maintains policies and procedures as required.

Develops and implements budget for assigned divisions: recommends budget allocations for staffing, equipment, capital improvement, and service delivery needs; monitors expenditures and revenues to ensure compliance with approved budget; and maintains related financial and budget reports and documentation.

Manages the day-to-day operations of the division: manages and oversees construction, maintenance and repair of roadways and sidewalks, tree and rights of way maintenance, downtown cleanliness, graffiti removal, bridge inspection and maintenance, storm response, or other activities as assigned; ensures all division work activities and programs comply with applicable local, state, and federal policies, procedures, rules, regulations, permit requirements, laws, codes, and ordinances; and initiates actions to correct deviations or violations.

Oversees assigned capital improvement projects (CIPs), such as service contracts, street resurfacing, retaining wall construction, or other division CIPs: oversees and coordinates CIP teams involved in writing, administering and inspecting individual projects; manages and participates in establishing of project budgets, application of engineering principles, and bidding, evaluation and awarding of contracts; ensures compliance with contract, standards and specifications; and ensures equitable expenditure of funds across City.

Provides technical expertise and recommendations regarding division and other City projects: participates in plan reviews for upcoming development and City projects; provides technical information and guidance regarding constructability, future maintenance needs, overall traffic and pedestrian movements, etc.; participates in consultant selection panels, including reading, interpreting and explaining technical language and concepts; reviews private development plans for compliance with City standards; and provides solutions and remedies to construction problems in the field.

Performs public relations and customer service functions: represents the division at various meetings, such as City Council meetings, project meetings, neighborhood and community meetings, etc. : makes presentations regarding department projects and activities; receives and resolves complaints regarding division programs, services and projects; provides information, answers questions, and provides solutions; and acts as liaison to various committees, boards, public and private sector agencies, and community groups.

Performs related support functions for the division: manages division human resources functions and coordinates the Human Resources Department regarding personnel needs and actions, interpretation and application of City policies and procedures, benefits enrollments, policy changes, and other human resources activities.; manages training and safety programs; purchases equipment, materials, and supplies; and participates in the procurement and ensures maintenance of division vehicles and equipment.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, practices, trends, and advances in construction, maintenance and repair of roadways and sidewalks, tree and rights of way maintenance, and bridge inspection and maintenance; reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, contractors, media, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, engineering and development plans, project estimates, timesheets, invoice and payment records, modification to standards requests, performance appraisals, disciplinary actions, presentations, staff reports, program and project lists, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Civil Engineering or a related field required; supplemented by seven years of progressively responsible experience in managing street construction, maintenance and repair projects and activities, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid North Carolina Professional Engineer's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.