

# CITY OF POCA TELLO

## CLASSIFICATION SPECIFICATION

### ***Street & Sanitation Administrative Manager***

Department: Street/Sanitation

Reports to: Deputy Public Works Director

Pay Grade: H14

Date Established: 8/2019

Date Revised: 01/2021

FLSA Status: Exempt

#### **CLASSIFICATION SUMMARY**

The Street & Sanitation Administrative Manager plans, directs and performs administrative and technical operations for the Deputy Public Works Director in the Street and Sanitation Departments. Duties include directing and overseeing all office operations, assists in developing and monitoring the departments' budgets, is a department liaison for government and local agencies, and develops and implements strategies, policies and systems related to the preservation and enhancement of the City's transportation infrastructure and sanitation services. The Street & Sanitation Administrative Manager coordinates, schedules and attends meetings as directed. This position exercises a great deal of independence in organizing tasks and dealing with issues.

The position supervises the Administrative staff for the Street and Sanitation Departments. The position assumes the responsibility of the Maintenance and Operation Supervisors in the Street and Sanitation departments in that employee's absence. The job is the responsible party in charge of directing the Street and Sanitation departments when the Deputy Public Works Director is unavailable.

The position provides analytical support in the areas of asset management. The Street & Sanitation Administrative Manager will lead the development and implementation of the Asset Management Program. The position works with department management in Street and Sanitation to coordinate resources necessary to implement the asset management program. The position provides critical input to the development of maintenance plans, capital improvement plans, and annual department budgets. The position provides technical assistance and training to staff and is responsible to ensure data integrity, perform multi-level data analysis, produce specialized reports, and keeps departments compliant with all City, State, and Federal regulations related to the City's Street and Sanitation Department programs.

The Street & Sanitation Administrative Manager undertakes complex analysis related to Transportation and Sanitation programs and makes recommendations to senior management and City Council on program changes and departmental priorities to ensure that lifecycle cost analysis is undertaken, supported by modeling, data analysis and optimum decision making.

The position is responsible for managing the department's project accounting and overseeing the accounting practices of Federal and State grant projects. This position prepares detailed financial analysis and comprehensive documents related to the mandatory revenue and expenditures report for State highway tax distribution as well as County Road and Bridge tax funds.

The position oversees and coordinates the department's compliance with the NPDES Storm Water Permit and analyzes, produces and maintains documents related to the annual compliance reporting.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in high traffic areas. The noise level is generally moderate.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Under limited supervision, leads and performs a full range of administrative, technical and asset management strategies and functions for the Street and Sanitation departments; supervises administrative staff to ensure implementation of policies, procedures and system strategies for the departments; coordinates, schedules and attends meetings as directed; leads and coordinates with management the resources needed to implement programs; ensures asset management data is consistently collected, stored and analyzed as required; provides day to day leadership and support to meet operational and departmental needs including software maintenance and updates, maintain data integrity and developing data architecture; serves as a system expert responsible for analyzing, implementing and improving work flow processes for asset management tasks.

Participates in short- and long-term planning for Department operations, including assisting in establishing and implementing budgets. Coordinates accounts payable and accounts receivable functions and monitors all budget line items. Hires, supervises, trains, schedules, assigns duties, evaluates, and disciplines employees.

The position will use GIS, ESRI, and other software tools to organize, standardize, and analyze asset data to recommend and implement strategies to build and maintain road infrastructure assets and sanitation services, develop high standards of work quality and organizational performance service standards. The position manages and maintains specialized computerized data base systems for services and infrastructure in the transportation and sanitation industries. Oversees the collecting, mapping, editing, processing, and distributing data required by the departments and is responsible for the validity of data contained in the databases. Standardizes Street and Sanitation Department work order forms and databases, and customizes reports from the database.

Utilizes specialized computer database software and systems and other computer software to provide modeling data and reports, information and reports for daily operations, special projects, and annual budgeting. Monitors and reports on need assessments. Develops and implements long range work programs for the construction, rehabilitation and improvement of the City's transportation and sanitation programs.

Serves as department liaison for government and local agencies including but not limited to Army Corps of Engineers (ACOE), Federal Emergency Management Agency (FEMA), Department of Environmental Quality (DEQ), Idaho Transportation Department (ITD), Bannock County and Idaho Power. Serves as a liaison for asset management vendors for acquisition, installation, operation and maintenance of related resources; and determines and executes the appropriate work flow sequence for completing tasks. Develop and implement computerized data files within the department.

Prepares detailed financial analysis and comprehensive reports related to State highway tax distribution; Oversees accounting practices for Federal and State grant projects; and analyzes and produces reports for budget accounting and give recommendations for developing capital improvement plans and annual budget needs.

Coordinates with management and City staff to ensuring process are made to have adequate provisions for operations, maintenance and long-term replacement of assets; develop strategies and standards to ensure that assets and services are maintained in the most natural, energy-efficient, and reliable manner that cost the least to operate over the life cycle; and continuously seeks for improving efficiencies in operations, maintenance and asset replacement practices.

Oversees and coordinates operations of the department for compliance with the NPDES storm water permit. Analyzes and produces reports for annual reporting to Federal, State and local agencies.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Transportation infrastructure and sanitation services as they relate to a municipality;
- Good working knowledge and understanding of asset management principles, strategies and practices;
- An advanced understanding of community expectations and sensitivities coupled with an ability to translate those requirements into practical solutions.
- Principals of global positioning systems and use of aerial photography and satellite imaging;
- Predictive maintenance programs and condition monitoring for asset management programs;
- Computerized data compilation and conversion techniques;
- Municipal budget and accounting principles and practices, including project accounting
- Federal, state, local and other applicable storm water compliance requirements.
- Methods, techniques, and objectives of commercial, industrial, and residential solid waste collection and recycling programs.
- Methods, techniques, and objectives of street and traffic maintenance, repair and construction.
- Record keeping principles and practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications;
- Communicating effectively in oral and written forms.

#### **Skill and Ability to:**

- Work with asset management systems to perform analyses on large, complex data sets.
- Conduct analysis of findings and provide strategic insights, hypotheses, actionable recommendations and conclusions based upon findings to managers and leadership.
- Manage asset life cycle data;
- Maintain accurate and interrelated database records;
- Perform data profiling and root cause analysis to identify and understand anomalies. As appropriate, work with management and IT to address these issues.
- Address inefficiencies to improve daily functions and provide enhancements to existing processes and tools;
- Analyze, interpret, summarize and present financial, administrative and technical information and data. Work with all members of staff to develop new processes and tools.
- Understand and follow oral and written directions;
- Use initiative and independent judgement within established procedural guidelines;
- Prepare clear and well-organized written and oral reports;
- Collaborate with and as part of leadership to identify, define, and solve a variety of problems and support various initiatives.
- Present and communicate information to all levels of the organization, including senior and executive leadership.
- Supervise street and sanitation maintenance operations.
- Assign, supervise and evaluate the work of administrative staff;
- Operate standard office equipment;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a collaborative and cooperative working relationship with Federal, State and local agencies.
- Maintain a professional demeanor at all times;

- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED; and
- Bachelor's degree in related field preferred;
- Idaho driver's license required; or
- Three (3) years' experience in asset management;
- Five (5) years of office management with progressive authority and responsibility;
- Two (2) years supervisory experience is required;
- Demonstrated writing, editing and communication skills.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 30 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.