

**City of  
EDMONDS  
Washington**

**STREET/STORM WATER MANAGER**

<b>Department:</b>	Public Works – Streets/Storm Water	<b>Pay Grade:</b>	NR-15
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Public Works/Utilities Director

**POSITION PURPOSE:** Under administrative direction, plans, controls and directs the construction, maintenance and repair of City streets, alleys, surface water and drainage facilities and systems, sidewalks and related facilities; supervises and evaluates the performance of assigned staff; manages assigned budget; responds to citizen complaints and provides documentation to public record requests as well as insurance claims and recovery.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects and programs.
- Provides constructive feedback; reviews and evaluates work; makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary providing advice and counsel to staff.
- Develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains and oversees assigned budgets including making recommendations to the annual budget.
- Monitors expenditures and identifies needs; reviews and approves reports, purchases and payments according to established policies and practices.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Submits budget to the Public Works Director for approval and prepares bid specifications for the purchase of materials and equipment.
- Obtains price quotes or bids for projects and maintains inventory of equipment and materials.
- Plans, organizes and implements work programs for the division related to the construction, maintenance and repair of City streets, alleys, surface water and drainage facilities and systems, sidewalks and related facilities.

## **JOB DESCRIPTION**

### **Street/Storm Water Manager**

- Coordinates short and long term plans, schedules and activities with crew leaders; ensures materials, equipment and tools are available as needed.
- Ensures compliance with safety practices, procedures and equipment; investigates accidents as necessary; reviews and critiques plans and permits for public and private construction and examines projects and reports deficiencies.
- Communicates with the public to resolve issues, complaints, concerns or questions related to division work and activities; communicates with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Prepares a variety of narratives and statistical reports, records and files related to assigned activities and personnel.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards monitoring assigned operations and assuring compliance with Federal, State and local regulations and policies.
- Interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and assigned.

#### **Required Knowledge of:**

- Municipal construction, maintenance and repair procedures; practices and methods utilized in street and drainage maintenance services.
- Operation and maintenance activities of street and drainage systems and facilities.
- Operation of hand and power tools and specialized equipment used in street and drainage facility and systems maintenance and repair.
- Applicable federal, state and local laws, codes, regulations policies and procedures of assigned City systems and activities.
- Construction standards.
- Safety standards, rules and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations.
- Record keeping, report preparation and presentation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

#### **Required Skill in:**

- Planning, organizing and administering a variety of programs, projects and activities related to the maintenance and repair of City streets, alleys, drainage facilities and systems, sidewalks and related facilities.

## **JOB DESCRIPTION**

### **Street/Storm Water Manager**

- Operating and training personnel in the use and care of specialized tools and equipment used in street and drainage system maintenance and repair work.
- Analyzing regular and emergency situations accurately and adopting an effective course of action.
- Preparing comprehensive narrative and statistical reports.
- Planning and organizing work and meeting schedules and time lines.
- Interpreting and applying applicable Federal, State, and local policies, laws and regulations.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Compiling, preparing, and maintaining a variety of records, files and reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing including public relations.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associates Degree, Vocational Training, or the equivalent of two years of college-level coursework in public works construction and maintenance or related field and six years of experience in public works street maintenance, repair and construction activities and a working knowledge of the practices, procedures, and regulations of street/storm maintenance operations that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal or public sector environment; OR an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Valid State of Washington Driver's License with CDL Class A air brake endorsement.

First Aid Certificate.

Valid Flagging Card.

Must be able to successfully complete and pass a background check.

#### **Other Requirements:**

Ability to pass a mandatory drug test upon conditional job offer.

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

#### **Physical Abilities:**

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.

**JOB DESCRIPTION**  
**Street/Storm Water Manager**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor, including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Contact with angry and/or dissatisfied customers.
- Working around and with machinery having moving parts.
- Working in and around moving traffic.
- Adverse weather conditions.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings solvents, oil and ink.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_