



## ATTACHMENT 4

### City of Manteca ASSISTANT DIRECTOR OF STREETS AND COMPLIANCE

Class Spec Code     ###  
Occupational Group

Established Date     February 3, 2026  
Revision Date     Exempt  
FLSA

#### **DEFINITION**

Under administrative direction, plans, organizes, oversees, coordinates, and provides administrative direction to the staff and operations of the Streets Division including street construction, maintenance, and repair activities; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Assistant City Manager; oversees the Americans with Disabilities Act Transition Plan compliance for streets, sidewalk, parks and facilities improvements; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant City Manager. Exercises supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This is an assistant department director classification that oversees, directs, and participates in all activities of short and long term planning for street maintenance, construction, and repair activities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Streets Division, including street maintenance, construction, repair, painting, traffic signaling, curb, gutter, and sidewalk repair and paving overlay projects.

- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Assistant City Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Plans and lays out street maintenance, repair, and/or construction work projects to include the preparation of time, materials, and equipment estimates for assigned jobs; requisitions materials and orders parts as necessary; selects appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapts equipment and materials to meet specific requirements for work completion.
- Oversees and participates in Capital Improvement Project planning, design, and construction as it relates to the Streets Division, including providing input to Engineering on capital projects and private development encroachment in the City's right of way, assisting with the selection of consultants, budget preparation, negotiation of and preparation of contracts, project scheduling and priority setting, and the oversight of streets construction.
- Establishes, directs, and maintains an on-going, regular safety program and work standards, including use and operation of tools, vehicles, and light to heavy equipment and health standards.
- Plans and manages the maintenance and construction of streets, easements, and right-of-way, striping and painting, fabrication, and installation of street signage, and cleaning of City streets.
- Plans and manages large street overlay projects, coordinates street closures with other departments and divisions, and reviews safety plans and set up.

- Prepares, reviews, and completes progress reports, accident reports, maintenance requests and requisitions, and division-related documentation and correspondence.
- Oversees the City's obligations for ADA/Section 504 Program requirements with regards to streets, sidewalks, parks and facilities improvements, including but not limited to complying with City self-evaluations, ADA transition plan progress, and the scheduling of curb ramp improvements as required.
- Gathers, compiles and reports necessary activities and streets, parks and facilities improvements to Caltrans, Department of Transportation and other State and Federal funding programs to ensure City is meeting requirements to receive funding.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Assistant City Manager; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of street repair, construction, and maintenance.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Oversight of education, outreach and social media of assigned areas.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Advanced methods, techniques, and tools used in management, construction, maintenance, and repair of City streets, curbs, gutters, storm drains, rights-of-way, signs, and markings.
- Operational characteristics and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment used in streets maintenance and equipment operations.
- Occupational hazards and safety equipment and practices related to the work, including driving rules and practices and traffic control procedures and regulations.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Streets Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.

- Respond to complaints or inquiries from citizens, staff, and outside organizations; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, construction management or related field.

Experience:

- At least seven (7) years of increasingly responsible professional experience in street maintenance, engineering or construction experience, including three (3) years of supervisory or management experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

## **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

## **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).