

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Streets and Landfill Closure Manager	Job Family: III
General Classification: Management	Job Grade: 26

Definition: To plan, organize, direct, and coordinate the activities of the Streets and Landfill Postclosure Maintenance Section, including street construction, maintenance, and repair, and landfill postclosure systems operation, maintenance, and repair; coordinate Section activities with City divisions and departments; and provide complex staff assistance to the Assistant Public Works Director (Public Services).

Supervision Received and Exercised: Receives general direction from the Assistant Public Works Director (Public Services); exercises direct supervision over assigned clerical, technical, and supervisory personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies, and procedures.
2. Manage, direct, and organize street services, including street and sidewalk repair and maintenance; replacement and repair of street signs and streetlights; and streetsweeping.
3. Manage, direct, and organize landfill postclosure maintenance activities, including maintenance and repair of gas and leachate collection systems; energy production from landfill gas; operation of the landfill gas flare station; and maintenance and repair of the landfill cap.
4. Ensure compliance with City, State, and Federal regulations for streets and landfill postclosure operations, including safety, traffic, and air quality requirements.
5. Maintain compliance with habitat maintenance regulatory requirements.
6. Direct, oversee, and participate in the development of streets and landfill postclosure maintenance work plans, to include existing and new capital projects; assign work activities, projects, and programs; monitor work flow; and review and evaluate work products, methods, and procedures.
7. Prepare the section budget, including developing estimates of funding needed for staffing, equipment, materials, and supplies; and recommending capital equipment purchases, including vehicles, infrastructure, and heavy equipment. Administer the approved budget.

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8. Participate in the selection and appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement discipline procedures.
9. Represent the Section at professional groups and on related committees; provide staff support for committees as necessary.
10. Coordinate Streets activities with other sections and departments; participate in department and staff meetings.
11. Monitor and ensure compliance with consultant contracts.
12. Research, compile, and analyze technical studies and reports; prepare staff reports on projects; and develop recommendations related to Section activities.
13. Respond to complaints from the public; develop and implement solutions to complex and sensitive technical and public relations situations.
14. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of street and landfill postclosure construction and maintenance; principles of landfill gas, leachate extraction, landfill cap maintenance, and regulatory agency requirements; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State, and Federal laws, rules, and regulations; budgeting procedures and techniques; principles and practices of safety management; and principles and practices of supervision, training, and personnel management.

Ability to: Organize, direct, and implement a comprehensive streets and landfill postclosure maintenance program; prepare and administer a budget; supervise, train, and evaluate personnel; interpret and implement City and department policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

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Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible experience in street maintenance or landfill postclosure maintenance, including two years of supervisory responsibility. Equivalent to an associate's degree from an accredited college or university with major course work in construction management, business, or public administration or a related field.

Required Licenses or Certificates: Possession of a valid California Class C Driver License.

Established: December 1994

Revised: February 2017

HRD/CLASS SPECS

Streets and Landfill Closure Manager