



Office of Human Resources  
Asphalt Plant Manager – CA3526

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### General Statement of Duties

Manages functional and/or operational area(s) of the Asphalt Plant and snow deployment program which includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. Typically has supervisors reporting to them. This position also serves as the deputy to the Director of Street Maintenance.

### Distinguishing Characteristics

The Asphalt Plant Manager is distinguished from the Director of Street Maintenance which directs the Street Maintenance Division of the Department of Transportation & Infrastructure including developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards.

### Essential Duties

Manage asphalt production, material and equipment hauling, snow operations, materials testing lab, and material yards. Assist the Director of Street Maintenance on strategic and operational goals. This includes management of multiple supervisors and employees. During snow deployments, has oversight of over one hundred employees including managers and supervisors responsible for snow operations.

Manages the Materials Testing Laboratory including providing technical training and feedback, preparing the work plan for asphalt testing, calibrating equipment, and ensuring field and laboratory testing for construction projects is performed in adherence to city standards and specifications.

Serves as subject matter expert on best practices for asphalt plant operations and coordinates with CASR or other agencies on environmental practices.

Acts as a snow manager for Street Maintenance including supervising staff, prioritizing snow routes, deploying personnel and equipment, following up on public and police complaints, and ensuring work is completed.

Responsible for multiple budgets relating to the asphalt plant and snow material and equipment. This includes annual revenue exceeding expenses, budget forecasting, approval of multimillion-dollar contracts and innovating cost savings measures.

Collaborates with Director of Street Maintenance to set the overall snow response strategy, analyze asphalt paving needs and implements Street Maintenance wide program.

Manages functional and/or operational area(s) within a division. Represents the section's positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Implements initiatives, and achieves goals, objectives, and key performance indicators (KPIs) for the section. Optimizes performance of the section by meeting or exceeding the established KPI performance benchmarks.

Organizes and applies section's standards, procedures, systems and guidelines.

Implements policies, programs, operating procedures and practices for the section and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

## Knowledge & Skills

Knowledge of the concepts, principles, theories, and methods related to the composition, structures, and properties of materials, their use, behavior, and performance under environmental influences and impacts, and the identification, processing, and manufacture of optimal materials for various applications.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented or problematic situations.

**Level of Supervision Exercised**

Manages a work group(s) within a division by supervising supervisors and/or individual contributors.

**Education Requirement**

Bachelor's Degree in a related field based on a specific position(s).

**Experience Requirement**

Three (3) years of experience at the type and level of functional or operational management, which must have included management of professional individual contributors.

**Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure and/or Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflicts.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demands**

2-Light (10 - 20 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months

**Class Detail**

**Pay Grade:** EX-15

**FLSA Code:** Y

**Established Date:** 11/3/2024

**Established By:** AD

**Revised Date:**

**Revised By:**

**Class History:** New classification.