

RESOLUTION NO. 21-016

A RESOLUTION adopting a revised position in the  
Public Works Department

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS  
FOLLOWS:

I

There is hereby created in the Public Works Department a new position entitled  
Public Works Operations Manager. Such position is a revision of the Public Works  
Operations Supervisor position. This position shall be a non-represented position, entitled to  
the benefits provided in the non-represented handbook, including 40 hours annual  
administrative leave, and shall perform such duties as shall be outlined in any job  
description proscribed by the City, as may be revised from time to time. The position  
description is attached hereto as Exhibit "A" and shall be effective as of December 1, 2021.

II

PASSED BY the Council and approved by the Mayor this 20<sup>th</sup> day of December, 2021.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney

**PUBLIC WORKS OPERATIONS MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**JOB OBJECTIVES**

Under general direction, to manage, supervise personnel and coordinate the maintenance, construction and repair of City buildings, streets, parks, cemetery and storm sewer systems, including city owned dams, and supervise and provide direct support to the equipment rental division as needed. This position will also coordinate the budget, long-range planning activities, and be responsible for the regulatory compliance of the Section, including emergency management and safety compliance activities. The Operations Manager will coordinate assigned activities with other managers, outside agencies and the public and provide highly responsible and complex staff assistance to the Public Works Director including project management and reporting to the City Administrator, Mayor and City Council regarding the assigned areas of work. This position reports directly to the Public Works Director and may, at the Director's discretion, assume overall management of the Department when the Director is absent.

**ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:*

Coordinate the organization, staffing and operational activities for the maintenance, construction and repair of City buildings, streets, parks, cemetery and storm sewer systems. Supervise and provide support to equipment rental staff as needed.

Perform all duties in accordance with City of Camas policies and practices, and all applicable State statutes.

Participate in the development and implementation of goals, objectives, policies and priorities for the department; recommend and implement resulting policies and procedures.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

Direct, coordinate and review the work plan for assigned maintenance, repair and construction services and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Implement, manage and monitor annual pavement preservation program, including overlays, slurry seals, crack seals, and other related preventative maintenance activities.

Manage, oversee, coordinate and delegate work activities associated with: snow and ice removal; dam maintenance and operation; utility locating; traffic control devices; street light network; herbicide and pesticide applications.

Ensure adherence to safe work practices and procedures and act as the Operations Center safety coordinator ensuring safety compliance and training.

Act as the emergency management coordinator for the Operations Center and work closely with the Director, Fire Department, Police Department and various utility companies when needing to respond to such things as snow events, floods, and high winds.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

Maintain records and prepare reports regarding work activities and material usage.

Direct and assist in the preparation of grant applications, loan applications, permits, and capital improvement plans for long term capital and department budgets.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures.

Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Perform project management functions for operations related projects. Identify needs, develop scope and budgets, obtain professional services support, manage contracts and oversee completion of assigned projects.

Maintain, oversee and coordinate the development of new and existing asset management systems for the assigned areas of work. Use data to inform decisions on day-to-day activities, plan future work, and make policy recommendations to the Director.

Provide staff assistance to the Director and act as Director in absence of same as directed; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.

Attend and participate in department meetings. Organize and conduct regular Section staff meetings. Attend and participate in Department Head Leadership Meetings in the absence of the Public Works Director as assigned.

Establish and maintain partnerships and interagency agreements with outside agencies and organizations, including but not limited to the Downtown Camas Association, Chamber of Commerce, Washington State Department of Transportation, and the Camas School District.

### **AUXILIARY FUNCTION STATEMENTS**

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance and construction.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a public works department.

Collective Bargaining Agreements and general practices of supervising and working with employees that are members of a Union.

Modern and complex principles and practices of streets, parks, facilities and storm sewer system design, maintenance, construction and repair.

Methods and techniques of pavement management including street cutting, asphalt replacement, crack and chip sealing and street sweeping.

Principles and practices of storm water management including NPDES Phase II reporting requirements.

Principles and practices of snow and ice removal.

Principles and practices of traffic control methods and maintenance of related devices.

Principles of budget preparation and administration and purchasing and procurement of supplies, materials, vendors and consultants.

Principles of leadership, supervision, training and performance evaluation.

Principles and practices of asset management, including knowledge of asset and maintenance management software.

Principles and practices of project management, including general engineering practices.

Occupational hazards and standard safety precautions.

Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

Supervise, direct and coordinate the work of lower-level staff.

Select, train, motivate and evaluate staff.

Coordinate and manage various maintenance and construction projects within the area of assignment.

Oversee and administer the safety program for Operations Center.

Respond to requests and inquiries from the public. Interpret and explain City construction, maintenance and repair policies and procedures.

Maintain accurate records and clearly and concisely communicate both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Make responsible decisions under pressure.

Work independently on multiple tasks.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, construction management, engineering or a related field.

#### **Experience:**

Five years of increasingly responsible experience in maintenance or construction, including three years of administrative, supervisory and management responsibility of public works maintenance, projects and staff.

#### **License or Certificate**

Valid Driver's License

Project Management Professional (PMP) highly desired

Certified Public Works Professional Management or APWA Institute graduate highly desired

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; exposure to computer screens.

**Mobility:** Walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting; operating motorized equipment and vehicles; use of computer keyboard

**Vision:** Visual acuity to perform maintenance functions and operate equipment; visual acuity to review written materials and computer screens.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends and to travel outside City boundaries to attend meetings.