

Public Works Operations Manager



DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

The Public Works Operations Manager is a mid-level management position responsible for overseeing the day-to-day operations of the City's Public Works Operations Division, including managing maintenance and repair activities for infrastructure for city roads, sidewalks, storm systems, wastewater systems, water distribution systems, city fleet, ground facilities, and parks.

SUPERVISION RECEIVED

Works under the direction and guidance of the Public Works Director.

SUPERVISION EXERCISED

Exercises direct management of employees in Public Works Operations, Facilities Maintenance, Fleet, and Parks.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following but not limited to:

- Serves as a member of the Public Works Department management team.
- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Public Works Operations, Parks, and Facility Maintenance Divisions.
- Hiring, training, and evaluating performance of field crews and supervisors within Public Works Operations, Facilities Maintenance, Fleet, and Parks.
- Prepare, recommend, oversee, and monitor Division budgets, track expenditures, and allocate funds for projects and operations.
- Evaluates divisional needs and formulates short and long-range plans to meet needs in all areas of responsibility, including, street, water, wastewater, drainage, fleet, parks and facilities maintenance.
- Coordinates maintenance activities of the City's infrastructure and utilities with other public and private service providers such as various cities, county, state, parks, power, and transportation agencies.
- Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction, and repair of city streets, water distribution, wastewater collection, storm drainage, fleet, parks and facilities.
- Advises the Public Works Director in matters relating to Division activities; provides information to various public groups and individuals regarding Public Works operations.
- Leads response to weather-related or infrastructure emergencies.

- Responds to public or other inquiries and complaints relative to divisional policies and procedures.
- Ensuring adherence to safety regulations, permitting requirements, and environmental standards.
- Manages the City water distribution system, collection system, stormwater system, streets, parks, facilities, and fleet. Maintains a variety of records relating to personnel, equipment, supplies, consumption, and reports.
- Determines work procedures, prepares work schedules, and expedites workflow. Examines work for exactness, neatness, and conformance to policies and procedures.
- Monitor performance metrics and identify areas for improvement within Public Works Operations.
- Ensure efficient service delivery across various divisions within the Public Works Department, Facilities Maintenance, and Parks.
- Coordinate and monitor construction or repair projects, including managing contracts with outside contractors.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Associates degree; AND/OR
- b. Any combination of training and experience that would provide the required knowledge, skills, and abilities.
- c. Equivalent to completion of eight (8) years of increasingly responsible experience in public works, maintenance, fleet management, janitorial services, repair, and operations including two (2) years of which were supervisory in nature and included budgeting experience related to the construction, repair, and maintenance of municipal infrastructure, specifically: water distribution, wastewater collection, street, storm drainage systems, fleet, parks, facilities, and grounds maintenance as well as the operation of maintenance equipment used in the Division.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in the construction, operation, and maintenance of public works infrastructure related to street, water, wastewater, storm drainage, fleet, parks, and their associated systems.
- b. Thorough knowledge of City, State, and Federal laws pertaining to Public Works Operations.
- c. Knowledge of fiscal management, including Division budget preparation, expenditure control, and recordkeeping.
- d. Occupational hazards and standard safety precautions and practices.
- e. Skills to effectively supervise and motivate Division staff to meet the City's mission and departmental goals.
- f. Ability to determine priorities and make critical decisions.
- g. Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- h. Techniques for providing a high level of customer service effectively dealing with the public, vendors, contractors, and City staff.
- i. Modern equipment and communication tools used for business functions and program, project, and task coordination.
- j. Computers and software programs to conduct, compile, and/or generate documentation.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain one prior to employment.
- Must be able to maintain a satisfactory driving record.
- A CDL is highly desirable.
- AED/CPR certificate, or the ability to obtain one within 6 months of hire.
- On call availability including afterhours and weekends to respond to public works emergencies, inclement weather, disasters, and infrastructure challenges.

TOOLS AND EQUIPMENT USED

Motorized vehicles and construction equipment including dump truck, pickup truck, utility truck, street sweeper, Jetter/vac truck, CCTV van and equipment, backhoe, saws, pumps, generators, detection devices, and common hand and power tools. Personal computers, including word processing, spreadsheet, database, and computer-aided software; GIS; City vehicle; communication devices.

PHYSICAL DEMANDS

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.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 50-100 pounds.
- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Environment:** Employees 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. May be required to wear respiratory equipment. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.
- **Working Conditions:**
 - a. Position has normal business hours with occasional attendance at evening meetings and as required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
- **Resource Accountability:**
 - a. Responsibility for the proper care of City equipment.
 - b. Records and inventory maintenance related to City fleet and equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Public Works Operations Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Public Works Operations Manager

Date

Print Name: _____

Public Works Director

Date