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| Position: Public Works Operations Manager (Rev 9/12) | Management |
| Department/Site: Public Works | FLSA: Exempt |
| Evaluated by: Director of Public Works | Salary Grade: 153 |

Summary

Plans, organizes, integrates varied services and manages public works operations activities that include roadway systems, water distribution, wastewater collection, sidewalk, bikeway, drainage systems, engineering, environmental services, and related infrastructure. Provides high level operational and administrative support to the Director of Public Works.

Distinguishing Career Features

The Public Works Operations Manager is a middle management position, responsible for integrating related, yet dissimilar functions within the department to accomplish business objectives. The position combines engineering, business, construction, maintenance, and financial management. Advancement to Manager is through promotion and compliance with the required position qualifications.

Essential Duties and Responsibilities

- Plans, organizes, prioritizes, manages, and implement standards for the construction, maintenance, and repair of City's roadway systems, storm water and wastewater collection, and water distribution systems.
- Manages, coordinates, and participates in the developing annual and seasonal work schedules that comply with the department's business plans. Assigns work activities, projects, and programs to working supervisors and teams. Monitors work flow and project progress.
- Plans, organizes, and leads staff recruitment activities. Selects, supervises and evaluates the performance of Public Works operations staff. Assigns work and ensures appropriate training is provided. Handles sensitive personnel matters and recommends responses.
- Integrates a variety of services into maintenance and operations to enhance the performance of work teams, such as but not limited to, vehicle maintenance, purchasing, and administrative support.
- Manages, coordinates, and aligns work teams working on construction and maintenance sub-surface activities. Manages, directs, and oversees storm water and wastewater collection system maintenance, sewer inspections and flow monitoring activities, storm and sanitary sewer connection code enforcement, and street sanitation activities.
- Manages public infrastructure master planning updates and implementation. Participates in long range planning for maintenance and construction activities. Conducts reviews with the Director, and then establishes goals and objectives for assigned work teams. Oversees implementation of new processes and procedures.

- Researches and prepares annual budget proposals. Assists the Director in implementing and administering the Public Works budget. Participates in forecasting funds needed for staffing, equipment, materials and supplies. Administers the approved budget for assigned work teams and projects.
- Develops recommendations for maintenance and capital rehabilitation programs, develops and refines cost analysis, and monitors and adjusts expense estimates.
- Manages, coordinates, and integrates the principles of asset management using the City's computerized asset management system to document work, asset inventories, service requests, work orders and resource allocation.
- Coordinates departmental activities with other departments and outside agencies and organizations.
- Ensures compliance with state drinking water regulation and administers the City's storm water program in compliance with the City's MS4, NPDES storm water discharge permit.
- Participates with the City's active public involvement programs and attends and serves on a variety of City committees and task teams. Intermittent attendance of City Commission meetings.
- Evaluates equipment, materials and supplies; makes equipment purchase and replacement decisions; authorizes purchase of new materials and products.
- Participates actively in the City's emergency response command and management program such as the NIMS Incident Command System. Coordinates response to unscheduled, urgent occurrences. Coordinates with local fire districts for response to hazardous material spills and the emergency program. Serves on-call evenings and weekends and responds to Public Works emergencies when called.
- Administers Operation's safety programs. Prepares periodic reports on departmental business activity.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

■ **Knowledge and Skills**

- Requires specialized professional knowledge of the principles and practices of public works infrastructure construction and maintenance, including but not limited to asphalt and structural properties, channeling and piping.
- Requires specialized professional knowledge of the principles and practices civil engineering requirements to ensure proper construction and code compliance.
- Requires in-depth knowledge of the principles and practices of maintenance planning.
- Requires knowledge of pertinent laws, codes, and regulations.
- Requires knowledge of and skill at identifying current developments, literature, and sources of information related to trends in public works field operations.
- Requires working knowledge of the materials, methods, practices and equipment used in public works maintenance.
- Requires knowledge of occupational hazards, safe work habits, and safety precautions.

- Requires knowledge of the principles and practices of supervision, training, and personnel management.
- Requires knowledge of project and service level budgeting procedures and techniques and sufficient math skills to prepare cost projections.
- Requires sufficient knowledge of and skill at using personal computers and specialized software used in public works.
- Requires well-developed English language skills to prepare professional reports, procedures, and correspondence.
- Requires well-developed human relations skill to convey technical concepts to others, build harmony within and among work teams, work productively with internal and external customers and agencies, conduct performance reviews, and negotiate contract terms.
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■ **Abilities**

- Requires the ability to carry out the functions of the position.
- Requires the ability to organize, manage, and implement a comprehensive field operations and/or maintenance program.
- Requires the ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others.
- Requires the ability to interpret and apply applicable Federal, State, and local policies, procedures, laws, and regulations.
- Requires the ability to evaluate and prioritize multiple factors in the development and planning of short and long-range maintenance action plans. Requires the ability to analyze problems, identify solutions, project consequences of proposed actions, and develop recommendations in support of goals.
- Requires the ability to conduct special studies, prepare comprehensive reports, and determine cost-effective ways for conducting and completing projects.
- Requires the ability to develop and implement policies and procedures.
- Requires the ability to prepare and present complex reports.

- Requires the ability to respond to, organize, and carry out emergency services assigned to the department.
- Requires the ability to serve for long hours under stressful conditions during major storms, and other Public Works emergencies.
- Requires the ability to work cooperatively with senior citizens.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Requires the ability to prepare and administer a large and complex budget.

■ **Physical Abilities**

Requires the ability to function indoors in an office environment and outdoors engaged in work of a moderately active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to demonstrate use of common tools and rolling stock, and use a computer keyboard and other office equipment. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings. Requires the ability to work varying and extended work shifts. Requires the ability to obtain a Professional Engineer designation within a reasonable time.

■ **Education and Experience**

The position typically requires a Bachelor's degree from an accredited college or university in civil engineering, construction technology, public administration, or a closely related field and six years of progressive experience, two of which must be in a leadership capacity. A Professional Engineer license is preferred.

■ **Licenses and Certificates**

Requires a valid driver's license.

■ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.