

PUBLIC WORKS OPERATIONS MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the water, streets, parks and cemetery divisions within the Public Works Department; to coordinate assigned activities with other divisions and departments; and to provide highly complex staff assistance to the Public Works Director/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over assigned supervisory and maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct division activities including water, streets, storm drainage, parks and cemetery functions.

Direct, oversee and participate in the development of division work plans; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods and procedures.

Assist in department budget development and implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Serve as project manager on smaller maintenance projects; oversee outside contractors performing larger maintenance projects.

Serve as department staff liaison to various City committees; preparing agendas, staff memos, and minutes, coordinating with committee members; and preparing reports as requested.

Oversee and implement the Safety program for the Public Works Department; coordinate training; implement safety programs; ensure that documentation is in compliance; take corrective action when needed.

Manage the Hazardous Waste and Hazardous Materials programs for the Public Works Department; ensure compliance with rules and regulations; prepare required reports; take corrective action when needed.

Participate in Capital Improvement Project (CIP) decisions.

Coordinate utility projects with other agencies as needed.

Manage the Public Works work order system; track effectiveness and priorities.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of public works management.

Principles and practices of water, streets, and parks maintenance.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

#### Ability to:

Organize and direct public works maintenance operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, work outside in different types of weather while exposed to heavy traffic, noise, dust, fumes, vibrations, airborne particles, noxious odors, grease oil, cleaning chemicals, paint, glues, solvents and spills. Intermittently, sit while driving a piece of equipment; stand and walk over rough, uneven or rocky surfaces while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform duties in cramped areas such as trenches, vaults, and manholes; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Five years of increasingly responsible experience in public works maintenance operations, including two years of supervisory responsibility.

#### Training:

Equivalent to an Associate's degree from an accredited college with major course work in maintenance technology, public administration, or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a Water Distribution Operator Grade 2 certificate from the State Water Resources Control Board.