

PUBLIC WORKS OPERATIONS MANAGER

DEFINITION

Plans, organizes, manages and directs the construction, reconstruction, repairs and maintenance of streets, bridges, storm drains sanitary sewer system, airport and fleet vehicles. Develops and administers capital improvement projects and budgets.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Public Works.

Exercises direct supervision over Public Works Operators (Includes the Sewer Division), Equipment Mechanics, Cement Finisher and Traffic Signal Technician/Electrician.

EXAMPLES OF ESSENTIAL FUNCTIONS – Essential functions may include, but are not limited to, the following:

Assists in developing and implementing policies, methods, and procedures for departments and divisions; organizes, plans, and schedules activities for diverse and complex sections within each division.

Manages a Work Management Program; sets performance goals and production standards for planned and preventative maintenance programs; develops strategies and coordinates responses to emergencies and disasters that relate to public works operations.

Prepares and presents staff reports to the City Council, Mayor, City Manager, committees, and the community; attends community meetings and makes commitments to resolve problems on behalf of the agency.

Evaluates alternate courses of action for street maintenance projects as a part of the Maintenance Management Program.

Develops and administers projects; develops bid proposals and manages the preparation of contract specifications for asphalt resurfacing, pavement surface treatment services, equipment rental, and the procurement of construction materials and supplies.

Works with the Director of Public Works in preparing recommendations for code revisions and resolutions.

Responds to complaints from the public and other agencies; provides quality teamwork and customer service to internal and external clients.

Supervises all public works operators, equipment mechanics, and traffic signal technician/electrician staff; establishes performance goals and conducts performance evaluations; develops and administers employee safety training programs.

Develops, administers, and monitors operating and capital budgets; prepares and maintains records and reports; writes letters; prepares cost estimates.

Operates a motor vehicle in the performance of assigned duties.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Materials, records, equipment and current practices used in the maintenance, repair and improvement of streets, drains, and related structures.

Principles of project management and supervision.

Principles of personnel management, training and evaluation.

Plans review, including analysis of labor and materials cost.

Budget development and administration.

Public contact and community relations.

Ability to:

Prepare or review plans and specifications.

Direct the response to emergency and disaster situations.

Estimate capital project costs.

Supervise, train and evaluate staff.

Maintain and prepare detailed reports.

Interface effectively with other departments, the public and other agencies.

Evaluate proposed projects, or alternative solutions to a maintenance or construction problem.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience:

Five years of prior comparable public works operations management experience.

Education:

Associate's degree from an accredited college with course work in public works maintenance, personnel management or a related field. A bachelor's degree is desirable.

Additional Requirements:

Possession of a valid California Class "B" driver's license. A valid Class "A" license is desirable.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, confined spaces, fumes, dusts, odors, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.