



Job Title	Public Works Operations Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At Will
Zone	6	Job Code	19659

Class Specification – Public Works Operations Manager

Summary Statement:	
<p>The purpose of this position is to plan, organize, oversee, coordinate, and review the work of subordinate staff related to programs and activities of assigned public works maintenance and operations functional area; assist with long-term and short-term planning, oversee the construction, maintenance, and operations of public works infrastructure and other programs; coordinate assigned activities with other City departments and outside agencies; and provide complex and responsible support to the Director of Public Works, Superintendent of Public Works, and others in areas of expertise.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Assume management responsibility for assigned areas in the Operations Division; plan, manage, and oversee the daily functions, operations, and activities of assigned public works functional areas including streets, sidewalks, storm water and drainage systems, street sweeping, traffic signage and striping, parks, fleet, building, and wastewater systems maintenance and operations. Manage and oversee public works programs, such as concrete and asphalt repair, street sign replacement, park maintenance, fleet maintenance, building maintenance, wastewater, storm water, and other public works maintenance programs, including in-house supervision, planning, estimating, as well as, contract development and execution. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend appropriate service and staffing levels; and recommend and administer policies and procedures. Participate in the development and administration of and oversee departmental section budgets.
30%	Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assess and monitor workload, administrative, support systems, and internal reporting relations; and identify opportunities for improvement and make recommendations. Participate in the selection of, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; and work with employees on



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	performance issues and recommend discipline. Recommend and administer policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met. Oversee the development of consultant requests for proposal for professional and construction services and the advertising and bid processes; evaluate proposals and recommend project award; and administer contracts after award.
30%	Meet and confer with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating public works maintenance matters; and provide information regarding City development requirements. Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules, regulations, and procedures; and answer questions and resolve problems. Serve as a liaison for the assigned section to other City departments, division, and outside agencies; attend meetings, as necessary; provide staff support to commissions, committees, and task forces, as necessary; and negotiate and resolve significant and controversial issues. Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; and identify and report findings and take necessary corrective action.

Competencies Required:
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support teamwork efforts and quality processes.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Advanced Technical Skills and Knowledge: Work required advanced skills and knowledge in approaches and systems, which affect the design and implementation or major programs and/ or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in civil engineering or other related engineering field.

Experience: Five years of full-time responsible experience in public works systems and/or equipment maintenance repair including at least two years of administrative and supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameter defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.



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Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2015