

## **PUBLIC WORKS OPERATIONS MANAGER**

**FLSA STATUS - Exempt**

### **DESCRIPTION OF WORK**

The Public Works Operations Manager is an "At Will" employee who is under administrative direction of the Director of Public Works; is responsible for planning, organizing, and directing the activities of several divisions or functions comprising; utilities, buildings and facilities, streets, water and sewer, cemetery, sanitary landfill and fleet shop; administers personnel policies, assessing evaluation of performance and recommends discipline of employees. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual. Vacation shall accrue as per section 4.3 (8) and Sick Leave shall accrue as per section 4.2 (E.) of the Personnel Policy Manual. Because the Public Works Operations Manager is an exempt employee, compensation time does not apply.

### **DUTIES-EXAMPLES OF WORK**

#### ESSENTIAL DUTIES:

Plans, organizes, schedules, directs and supervises public works activities; confers with and advises division superintendents on problems related to the design, construction, operation and maintenance of streets, sewers, water mains, treatment plants, landfill and other public works structures and facilities; oversees progress of projects underway to assure completion in accordance with plans and cost; prepares bid documents and purchase requests and recommends award; coordinates, plans, supervises and reviews the activities of subordinates engaged in carrying out the several public works programs, including capital improvements and council goals; researches and reviews plans, technical engineering reports, budget estimates and proposed regulations submitted by subordinates; may participate in the design of sanitary sewer systems, street improvement districts, storm sewer systems and other municipal public works projects; recommends actions to the Director of Public Works and keeps the Director informed; administers annual budget; meets with the public, city, state and federal officials and special groups regarding public works programs.

OTHER DUTIES: Meets with community organizations and groups; and other duties as assigned.

### **QUALIFICATIONS**

Extensive knowledge of modern principles and practices of public works administration as applied to the design, construction and maintenance of streets, water, sewer and related public works facilities and services.

Working knowledge of computers and their operation.

Ability to attain applicable goals and objectives in compliance with city, state and federal requirements.

Ability to plan, organize, schedule and assign work to subordinates.

Ability to prepare accurate and concise reports.

Ability to establish and maintain effective working relationships with employees, officials and the public.

### **PHYSICAL AND SENSORY REQUIREMENTS**

Possesses hand/eye/foot coordination adequate to operate office equipment, a vehicle and audio equipment;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, codes, plans, specifications, e-mail and similar documents.

## **DIRECTOR OF PUBLIC WORKS (cont.)**

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a graduation from high school and a minimum of four years of responsible professional experience in public works, including two years in a supervisory or administrative capacity.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license.

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