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## **PUBLIC WORKS OPERATIONS MANAGER**

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### **DEFINITION**

Under administrative direction, manages the City's public works programs, including streets, parks, fleet, facilities, water production, and utility systems; coordinates the development and execution of complex capital projects; and assists the Department Director and Division Manager with a variety of special projects. May act as Division Manager in his / her absence.

### **SUPERVISION EXERCISED**

Supervises subordinate technical, clerical, field, paraprofessional, and professional staff.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for public works, including streets, parks, fleet, facilities, water production, and utilities operations. Establish schedules and methods for providing inspection and permit issuance services, while also identifying resource needs.

Participate in the development of goals, objectives, policies and procedures, in public works and capital project initiatives; make recommendations and implement necessary and appropriate changes and improvements to existing standards and work methods; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection and training of public works staff; work with employees to correct deficiencies and implement discipline procedures when appropriate.

Supervise, train, evaluate, motivate and discipline subordinate staff providing technical guidance in engineering, water production, street, parks, and facilities maintenance, general services, utility systems, project execution, contract maintenance, inspection, and permitting.

Manage complex capital improvement projects, from inception to completion, including upgrades to water system technology.

Investigate and prepare reports of findings related to claims filed against the City.

Answer inquiries from the public and staff, both in person and over the phone, providing fiscal information and explaining procedures; review and investigate citizen complaints and service requests ensuring appropriate disposition.

Prepare and manage budget, including identification of staffing, equipment, material, and supply needs; approve expenditures.

Prepare construction estimates, bid specifications and requests for proposals; coordinate and manage a variety of projects with contractors and other vendors; coordinate internal requests for service and external repair contractors; administer contracts.

Provide oversight for engineering projects, permitting and inspections.

Research and analyze data and prepare a variety of investigations, responses to claims, reports, and grant administration.

Write letters, memos, reports and related documents.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

#### **Knowledge of:**

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Principles of civil engineering, inspection practices, and permitting procedures.

Principles of construction practices and capital project development and execution.

Principles of street, parks, fleet, and facilities maintenance.

Principles and practices of water, sewer and storm drain systems maintenance.

Water rights, ground leases and related water legalities.

Principles of budget and contract administration, system and procedures, and public bidding process and procedures.

Standard safety practices required by OSHA/CalOSHA.

Applicable Federal, State and local laws, codes and regulations.

Techniques used in dealing with the public and customer service.



Survey techniques, statistics and report writing.

Ability and Skill to:

Plan, organize, review the work of, train, and supervise subordinate staff.

Plan, coordinate and perform project management and coordination.

Respond to questions from the public and staff.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to capital projects, public works inspections, and public works permitting processes.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to water production and distribution and sewer and storm drain systems.

Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Read and interpret blueprints, construction plans and related documents.

Research, collect, compile and analyze information and data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations; organize work to meet schedules and timelines.

Prepare, examine and verify construction and maintenance documents, statements, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

**QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in Public or Business Administration, Civil Engineering, or related field, and six (6) years increasingly responsible professional experience in the construction industry, civil engineering field, or public works profession, including two (2) years in a supervisory capacity. MA/MS highly desirable.

**LICENSE OR CERTIFICATE**



Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 50 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

