

CITY OF LOS BANOS

Job Description

POSITION TITLE	PUBLIC WORKS OPERATIONS MANAGER
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize, direct and coordinate the activities of the operations division within the Public Works Department including Water Services, Wastewater Services, Solid Waste Services, Street Services, Fleet Services of the City, and airport operations; to provide leadership to staff; and to utilize administrative and technical skills and provide highly complex staff assistance to the Public Works Director/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Public Works Director and general direction from the Public Works Director/City Engineer. Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop and implement department goals and objectives; establish performance standards, methods and related activities for assigned personnel; develop and implement policies and procedures.
- Evaluate operations and recommend improvements and modifications; prepare various reports on operations and activities.
- Prepare the operations division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and control expenditures; administer the approved budget.
- Participate in the selection of staff; oversee the coordination of staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Manage large and complex special events.
- Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare, and present technical, administrative, and City Council Agenda reports; prepare written correspondence.

- Participate in the development of the airport master plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures for airport operations.
- Ensure the security and protection of and the airport property.
- Manage the distribution of drinking water, collection of wastewater and storm water, treatment of wastewater, collection of solid waste materials, maintenance of streets/sidewalks/alleys and right-of-ways, and City's fleet division.
- Ensure that Operations personnel receive essential training for department certifications, employee safety practices, and proficiency in fleet equipment/vehicles.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of public works services and program administration.
- The management of contractual services.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment and software.
- Federal Aviation Administration rules and regulations affecting airport operations.
- Airport security and emergency plans.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- Budgeting procedures and techniques.
- Personnel management principles and functions.

Ability to:

- Organize, implement and direct activities related to assigned function.
- 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, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned maintenance activities.
- Exercise independent judgment.
- Remain calm and focused during emergency operations.
- Analyze technical information regarding airport usage and maintenance.

- Conduct business negotiations and promote and represent airport programs, including air service development.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret, apply, and explain pertinent laws and City and department policies and procedures, rules and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Provide oversight and leadership to department supervisors and subordinates.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate personnel.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license required.
- Bachelor's degree from an accredited college or university in Business Administration, Public Administration or related field; or proof of enrollment in a Bachelor's degree program with an accredited college or university within thirty (30) days following hire date. Must be actively pursuing Bachelor's degree with a completion date within eighteen (18) months following hire date.
- Five (5) years of increasingly responsible technical, administrative or analytical experience in public works maintenance or related field; including two (2) years of supervisory responsibility and project management duties.

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