

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	PUBLIC WORKS OPERATIONS MANAGER
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	MIDDLE MANAGEMENT

### **DEFINITION**

To plan, organize, direct and coordinate the activities of the operations division within the Public Works Department (Utilities or Community Services); 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.

#### **Utilities Division:**

Includes Storm Water, Water and Water Quality Services, Wastewater Services, and Wastewater Treatment operations.

#### **Community Services Division:**

Includes Street Services, Fleet Services, Solid Waste Services, Facilities, and Airport operations.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **EXAMPLES OF IMPORTANT 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.

- 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 and Commission Agenda reports; prepare written correspondence.
- Participate in the development of the various public works master plans; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Ensure that Operations personnel receive essential training for department certifications, employee safety practices, and proficiency in fleet equipment/vehicles.
- Administer safety program by developing, implementing, and maintaining all safety activities for Public Works Operations.
- Coordinates, develops, and conducts Operations safety training programs; conducts safety training needs assessments; identifies safety training needs; develops and/or customizes training courses, content and materials; oversees, delivers, and evaluates trainings; makes adjustments as necessary to improve training and outcomes.
- Responds to private property damage claims by responding on location of incident when contacted by Operations staff for assistance both during and after hours.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Identifies potential sources for grants from federal, state, and private sources to fund programs and services.
- Manage, develop, and maintain asset management program including work order systems, requests, and forecasting.
- Perform other related duties as assigned.

**Utilities Division:**

- Manage the distribution of drinking water, collection of wastewater and storm water, and treatment of wastewater.
- Interact with regulatory agencies regarding compliance issues in the pretreatment, storm water, water conservation and environmental compliance programs.
- Perform variety of technical tasks related to regulatory compliance, National Pollutant Discharge Elimination System (NPDES) permitting, program development and process or program implementation for water, wastewater and storm water compliance.
- Maintain and repair natural drainages and the municipal storm drain system to reduce flooding and enhance the natural environment. Review plans and provide technical recommendations for drainage improvements. Prepare and administer maintenance contracts for Drainage and other programs.
- In collaboration with department heads and related staff, leads the development and production of the annual Five-Year CIP budget document.

- Performs annual review and assessment of the Five-year CIP document and makes recommendations for improvements or changes.

**Community Services Division:**

- Monitors SB1 funding allocations and developments at the state level ensuring the annual maintenance of effort (MOE) reporting is completed accurately and timely and advising department heads if required levels of MOE activities are not met and implications for funding received/to be received.
- Manage, monitor and coordinate the City's Franchise Agreement for Refuse and Recycling Collection.
- Manage large and complex special events.
- Maintains safety-training attendance records on courses conducted for Operations employees; and ensures testing is completed per local, state, and federal requirements.
- Researches, interprets, applies, and implements provisions of safety regulations and other applicable local, state, and federal regulations.
- Determines the need for safety equipment; ensures that safety equipment is being purchased, worn, and maintained properly.
- Administers the Commercial Driver's License (CDL) training program; conducts training for employees who need a CDL as part of their job requirements.
- Conducts safety and risk assessments, accident scene investigations, and job site visits inspecting equipment, tools, and working conditions for the purpose of evaluating potential hazards and exposures to reduce potential loss to the City in partnership with other departments.
- Responsible for the development and maintenance of databases and records for the documentation of employee safety training and safety job site and accident investigations.
- In collaboration with department heads and related staff, leads the development and production of the annual Five-Year CIP budget document.
- Performs annual review and assessment of the Five-year CIP document and makes recommendations for improvements or changes.

**Knowledge of:**

- Principles and practices of public works services and program administration.
- The management of contractual services.
- Basic principles and practices of cost benefit analysis, public agency business writing and budget development, and administration for construction projects.
- Capital project terminology, principles and practices.
- General principles of municipal planning, facility development and project administration.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment and software.

- 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.
- 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 20 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 City programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- 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.
- Six (6) years of increasingly responsible technical, administrative or analytical experience in public works maintenance or related field; including three (3) years of

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supervisory responsibility and project management duties. Education from an accredited college or university in such areas as business administration, public administration, engineering science or related field may be substituted for experience on a year-for-year basis (no substitution for at least two (2) years of supervisory experience).

**DESIRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Construction Management, Engineering, or related field.

**Utilities Division:**

- Possession of a Grade I Water Treatment Operator's Certificate and Grade II Water Distribution Operator's certificate.
- Possession of a Grade II Wastewater Treatment Plant Operator Certificate or higher issued by the California State Water Resources Control Board.

**Community Services Division:**

- OSHA-30 Hour Card.