



CITY OF HOOD RIVER

PUBLIC WORKS DEPARTMENT

1200 18th Street, Hood River, OR 97031 Phone: (541) 386-2383

Job Description Public Works Operations Manager

Department : Public Works
Reports to: Director of Public Works
Classification: Exempt, Non-represented

Purpose of the Position

The Public Works Operations Manager is responsible for the management, administration and delivery of all municipal utilities, roads, and parks in order to ensure that residents receive effective and appropriate services.

Scope

Reporting to the Director of Public Works, the Operations Manager will oversee all municipal public works operations. This position will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures.

Public Works Operations Manager is responsible for the delivery of services in the areas of water, sanitation and storm water, road maintenance and repair, park maintenance and repair, parking meter, building and vehicle maintenance. The Public Works Operations Manager must supervise, train and lead a staff of about 15 represented and non-represented in an effective and sensitive manner and ensure the level of moral is maintained. The Operations Manager must respond to concerns and complaints of residents in a positive and courteous manner.

Essential Job Responsibilities

Roads and support equipment

- Perform inspections of streets and drainage systems
- Supervise the road/highway maintenance program including snow removal and road maintenance and repair
- Manage traffic safety and road signs
- Ensure support equipment is properly maintained

City Owned Buildings and Parks

- Make emergency repairs and coordinate repairs to buildings, including structural and mechanical systems
- Supervise landscaping and grounds maintenance, including tree care
- Supervise maintenance of parks, park equipment and facilities

Water, Storm Water, and Sanitation Utilities

- Supervise and ensure the maintenance of water quality standards
- Supervise the delivery of water to facilities
- Coordinate and assist as needed at the waste water treatment plant

- Manage the sanitation and sewage collection and disposal system
- Conduct regular inspections of water and sanitation systems
- Manage the storm water collection system

Parking Meters

- Manage the parking meter systems in conjunction with other departments

Supervise Staff

- Ensure a positive and healthy work environment
- Evaluate, train and develop staff
- Provide leadership and guidance to Leads and staff
- Promote staff morale and workplace safety
- Assign tasks and ensure schedules are maintained
- Adjust tasks to meet staff capabilities
- Provide opportunities for training and certifications
- Ensure work place safety is practiced
- Take corrective action when required

General Administration

- Assist in preparation of and manage budgets
- Establish preventative maintenance schedules
- Manage and review private and public applicable projects, provide recommendations on access maintainability
- Recommend and/or manage the purchase of goods and equipment
- Maintain inventories
- Provide reports to governments agencies, departments as needed
- Perform other related duties as required
- Experience with computers and software programs related to area of responsibilities

Qualifications

Experience:

Ten years of experience in roads, storm water, water distribution, and sewer system maintenance and construction, including at least five years in a lead or supervisory capacity; Experience in Public Works is desirable.

Education:

High school diploma or GED equivalent

Associates degree in one of the following areas is preferred:

Civil Engineering, Sewer or Water System Management, Construction Management, Public Works Management

Certifications:

Water Distribution System Operator Level 2 (minimum) or within 6 month of hire date

Wastewater Collections System Operator Level 2 (minimum) or within 6 month of hire date

Possession of a valid Oregon Class "B" driver's license or within 6 month of hire date

Knowledge

Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution, sewer collection, storm drainage, and road systems. Basic knowledge of plumbing, waste water treatment plant, and testing techniques, public park safety, road maintenance and repair, preventative maintenance programs, building maintenance, support equipment maintenance, city government administration and budgets.

Skills

Effective verbal and listening communication, effective public speaking, time management, stress management, decision making, negotiations, client service, team leadership, contract management, computer competency including Microsoft Office Suite.

Attributes

Be respectful and possess cultural awareness and sensitivity, be flexible, consistent and fair. Demonstrate sound work ethics and maintain standards of conduct.

Work Environment and Physical Demands

This position will have desk work and may be physically strenuous at times and is a demanding job. There may be lifting, pulling and managing heavy equipment and objects. The Operations Manager will work in all weather and must be prepared for extreme heat or cold. As required, there may be handling of potentially dangerous materials and he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others and must be able to take necessary precautions to protect eyes, nose and skin from irritation and infection. In addition, there will be exposure to unpleasant sights and smells.

The City of Hood River is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act, the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved: City Manager _____ Date: _____

Approved: Public Works Director _____ Date: _____