



Title: Public Works Operations Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Public Works – Utilities Director.
Exercises direct supervision professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage the operations of the Street Maintenance Division, coordinate all activities, and provide related assistance to the Public Works Department. Street Maintenance Division includes Pavement Management Program, Pavement Maintenance, Road Markings, Signs Operations and Maintenance, Street Sweeping, Storm Water Maintenance, Street Lighting, Signal Maintenance, and Administration. Manages all operations and maintenance activities; establishes goals and objectives; manages budget activities; plans for equipment and staffing needs; prepares reports and presentations; oversees emergency operations activities, 24 hours/day, 7 days/week; manages long term projects; oversees short and long term projects of street lighting and traffic signals; oversees Adopt-a-Street program; completes numerous and complex related projects.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Provides leadership, direction, and motivation to a multi-operational division in transportation related operations, maintenance, and repair.
3	Ensures major projects are completed on time, within budget, and in accordance with all regulatory authority.
4	Provides ongoing coordination among departments including Budget / Finance, Traffic / Engineering, Planning, Communications, City Manager, and City Council.
5	Directs the programs, policies, and employees involved in the construction, installation, inspection, operations and maintenance of field operations' infrastructure.
6	Forecasts project needs and costs; requests and justifies annual operating and budget requests.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone, cellular / smart phone, shredder, 2 way radio, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, hard hat.