

ORGANIZATION:	City of Canby	DATE:	August 2015
DEPARTMENT:	Public Works	UNION:	Non-Represented
TITLE:	Public Works Operations Director	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Provide leadership and direction to the City's Public Works Department. Program responsibilities include the construction, operation, and maintenance of the City's infrastructure including streets, sanitary sewer system, storm drainage, surface water systems, waste water treatment facilities, fleet, facilities, and the maintenance of the City's parks system. Provide leadership by establishing employee and operational performance measures, goals, and objectives, and establish and maintain a strategic plan for the Public Works Operations Department. Oversee environmental and regulatory compliance and programs for the City.

ESSENTIAL JOB FUNCTIONS:

Provide supervision and manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.

Exhibit leadership to staff and fellow employees. Serve as a model for accomplishing the City's vision and goals. Create an environment in which employees are focused on producing excellent quality results. Set standards for excellence in internal and external customer service. Promote professional, respectful and courteous behavior.

Develop, review, approve and implement section work plans, priorities, services, policies, procedures and reports. Develop long range plans and strategies for Public Works. Track progress in implementing work programs. Set performance standards. Evaluate program effectiveness to ensure compliance with local, regional, state, and federal regulations. Recommend action for improvement as appropriate.

Coordinate with outside agencies to improve services to City residents. Coordinate with other jurisdictions and departments to successfully implement operations and maintenance work programs and other aspects of infrastructure maintenance. Provide input to Project Managers regarding the construction and maintainability of projects under design and construction.

Develop bid specifications and RFPs for implementation of Public Works projects performed by outside contractors. Manage contracts and contractors performing Public Works projects. Authorize payments to contractors and consultants.

Ensure unusual and emergency situations, including calls after normal business hours, are responded to and handled in a manner that insures the public's safety and the integrity of the City's infrastructure. Respond to inquiries regarding operation and maintenance of the City's infrastructure.

Participate in development of the Public Works Department's annual budget and attend Budget Committee meetings, as needed. Research and develop cost estimates to assure compliance with adopted budget.

Make recommendations regarding the need for and the allocation of resources based on maintenance program performance levels. Track expenditures of the Operations Department to insure expenses remain within the budget. Prepare purchase orders and obtain bids pertaining to purchases of materials. Investigate, evaluate, and develop bid specifications for equipment purchases.

Attend regional meetings and participate in user groups. Stay abreast of current and upcoming Public Works issues. Act as the City representative and coordinate efforts with local, state and federal agencies.

Manage and perform other projects, functions, and tasks, as assigned. Oversee special projects and contracts.

Maintain cooperative working relationships with City staff, other organizations and the general public. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.

Follow all safety rules and procedures for work areas. Assure Operations staff follows appropriate safety procedures. Provide staff with basic job training and safety instruction. Actively support safety and loss control measures.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of water, wastewater collection, storm water collection and treatment, wastewater treatment, streets, and parks operations, including construction methods, materials, and maintenance procedures. Considerable knowledge of the federal, state, and regional guidelines and rules related to the maintenance of the City's infrastructure. Thorough knowledge of the vehicles and equipment used for infrastructure maintenance. Knowledge of wastewater treatment facilities, operations, and regulation. Thorough knowledge of the occupational hazards and safety procedures appropriate for infrastructure maintenance activities. Ability to read and understand engineering plans and specifications. Knowledge of computer word processing and spreadsheet programs. Advanced knowledge of the principles of supervision and management.

HS Diploma or equivalent required. Bachelor's degree in Public or Business Administration or a related field, and over five years of relevant experience, including a minimum two years of supervisory experience, or any equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid driver's license and acceptable driving record.

DESIRABLE REQUIREMENTS: Previous experience in a municipal Public Works environment. Work Zone Traffic Control Certification, Confined Space Entry Certification, Current CPR/First Aid card, and other certifications relevant to the maintenance of a City infrastructure.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 50 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized equipment.

WORKING CONDITIONS: Approximately 25% of the work period takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, and confined spaces. The remainder of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. Weekend work and attendance at evening meetings required.

SUPERVISORY RESPONSIBILITIES: Supervision responsibility included. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the City Administrator.