

ORGANIZATION:	City of Sherwood	DATE: 2007
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Public Works	
FLSA STATUS:	Exempt	
JOB TITLE:	Public Works Operations Director –Pay Group I	

PURPOSE OF POSITION

Under direction of the City Manager, manage the Operations Division that is responsible for the operation and maintenance of the city’s infrastructure including streets, sanitary sewers, and storm drainage and surface water systems. In addition, manage the maintenance of the city’s parks system and vehicles.

ESSENTIAL JOB FUNCTIONS

Define work programs and priorities for operation and maintenance of the city’s infrastructure including streets and signs, sanitary sewers, storm drainage and surface water systems, and parks. Implement work programs and identify maintenance deficiencies requiring additional resources outside the Operations Division. Track progress in implementing work programs and report to appropriate agencies.

Define maintenance programs and needs for city vehicles.

Manage one-year inspection of development projects, approve release of maintenance bonds, and approve final acceptance for city ownership. When needed provide assistance and supervision, on-site, of infrastructure maintenance functions.

Develop bid specifications and RFPs for implementation of maintenance projects performed by outside contractors. Investigate, evaluate, and develop bid specifications for equipment purchases.

Manage contracts and contractors performing infrastructure maintenance.

Ensure unusual and emergency situations related to the city’s infrastructure, including calls after normal business hours, are responded to and handled in a manner that insures the public’s safety and integrity of the city’s infrastructure.

Respond to public inquiries regarding operation and maintenance of the city’s infrastructure. 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 maintainability of new infrastructure that is under design and construction.

Provide direct supervision and management of employees implementing operations and maintenance programs. Prepare written evaluations, praise, recommend for promotion or demotion, and discipline staff in accordance with city policies and procedures. Interview and make hiring decisions for Operations Division staff.

Arrange training for staff and track training and certifications of staff.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Participate in development of the Public Works Department's annual budget and attend Budget Committee meetings, as needed. Research and develop cost estimates for maintenance and vehicle related budget items.

Make recommendations regarding the need for and the allocation of resources based on maintenance program performance levels. Track expenditures of the Operations Division to insure expenses remain within the budget. Prepare purchase orders and obtain bids pertaining to purchases of materials needed by Operations.

Assure Operations staff follows appropriate safety procedures.

Operate maintenance and operations equipment, as needed.

Maintain cooperative working relationships with City staff, other organizations and the general public.

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, stormwater collection and 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. 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 the principles of supervision and management. Knowledge of computer word processing and spreadsheet programs. High school diploma or GED and two years college training or the equivalent of technical short course training in public works. Five years of progressively responsible experience in public works maintenance activities, including two years of supervisory or lead worker responsibilities.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid commercial driver's license. Work zone thorough knowledge of water, wastewater collection, stormwater collection and 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. 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 the principles of supervision and management. Knowledge of computer word processing and spreadsheet programs. Traffic control certification. Cross connection inspector certification. Level II Water Distribution and Wastewater Collections certifications. Level I Water Treatment certification. Confined Space Entry certification. Current CPR/First Aid card

DESIRABLE REQUIREMENTS: Completion of at least two years of college level training in construction technology. General knowledge of engineering principles and practices.

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.

SUPERVISORY RESPONSIBILITIES

Responsible for between 6 and 15 FTE

SUPERVISION RECEIVED

Works under the general direction of the City Manager.