

CITY OF MADERA

PUBLIC WORKS OPERATIONS DIRECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Public Works Department which includes street lights, street signs, traffic signals, full range of electrical systems, street cleaning, storm drainage, street maintenance, water quality, water maintenance, sewer collection, waste water treatment, and facilities; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council and City Administrator; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Public Works Operations Director** is the management level class, which oversees all functions and operations of the Public Works Department and is responsible for maintenance of streets, water distribution, water treatment, sewer collection, street lights, traffic signals, electrical systems, wastewater treatment, and facilities. This classification is distinguished from the next lower classifications Streets and Storm Drainage, Water and Sewer and Electrical and Facility Operations Managers, Fleet Operations Manager, and Wastewater Treatment Plant Operations Manager by the performance of overall department management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Community Development. Exercises direct and indirect supervision over operations managers, professional, technical, field and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Public Works department activities and services including the operation and maintenance of streets, storm drainage, water distribution, water treatment, street lights, traffic signals, electrical systems, sewer collection, waste water treatment, and facilities.
- Develops, implements and maintains Public Works Department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates the Public Works Department's work plan through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.

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- Oversees the selection, training and evaluation programs for all Public Works personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, equipment, storm drains, water facilities, sewer collection, wastewater treatment plant, other related facilities and equipment for maintenance, repair and replacement.
- Prepares, manages and coordinates the development of the Public Works budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Works Operations Director**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in public works or related service delivery operations, including at least three years in a responsible management capacity, and a Bachelor's degree in civil engineering, construction, public administration, facility management or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of public works administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of street maintenance, equipment maintenance, storm drainage system maintenance, water system maintenance, wastewater treatment plant maintenance, facilities maintenance, street lights, storm drainage, traffic signals, electrical systems, capital projects and public utilities; applicable federal, state and local laws, codes and regulations including City, county and state building codes; principles and practices of budget administration; modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage and coordinate the work of the Public Works Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex public works issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.