

**CITY OF STUART
JOB DESCRIPTION**

Title: PUBLIC WORKS OPERATIONS SERVICES MANAGER
Department: Public Works
Job Code: 2400
Grade: 19
Exempt Status: Exempt *Safety Sensitive Position*

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs highly responsible supervisory and administrative work of considerable difficulty in public works operations, including Vehicle Maintenance, Building Maintenance, Transportation, Micro Transit, Stormwater, and Parks & Grounds. Assists Public Works Director with planning, budgeting, organizing, directing, and coordinating departmental functions. Participates in the formulation, implementation, and enforcement of departmental policies; provides supervision and administrative and technical assistance to subordinates, ensuring assigned work is completed and equipment is properly maintained. The incumbent uses independent judgement and acquired knowledge in interpreting applicable laws, policies, and regulations. *This is a safety-sensitive position requiring screening for illegal substances and alcohol use.* Work is reviewed verbally, through written reports and/or through observation upon work completion for compliance with work orders and established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Plans, directs, assists and monitors procedures for the operation and maintenance of various teams in the Public Works Department.
2. Oversees the daily supervision of staff, work schedules, coordination of projects and special assignments.
3. Conducts research; prepares and presents reports, studies and makes recommendations relating to the public works operation. Prepares various periodic and special reports.
4. Provides input and recommendations on applicants for vacant positions, as well as recommendations for subordinate employee transfers, promotions, and disciplinary action.

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5. Assesses personnel training needs; assists in planning, organizing, and implementing training programs to achieve maximum effectiveness and to enhance subordinates' career development. Assists with annual employee performance evaluations.
6. Assists with preparation of department budget, anticipates inventory needs and provides various team progress reports.
7. Reviews crews' work status, assists Team Leaders with projects, monitors work assignments for compliance with regulations and completion dates.
8. Assist crews in problem solving with all facets of the Public Works Department.
9. Obtains bids and maintains inventory and necessary materials.
10. Provides backup assistance for all phases of heavy equipment including CDL 'B' vehicles and equipment.
11. Directs staff in various maintenance operations and inspections.
12. Meets with various staff members, contractors, agencies, and officials.
13. Oversees and assigns staff regarding safety programs, including presenting safety topics to crews on various topics.
14. Responds to citizen inquires and complaints regarding City services performed under the jurisdiction of Public Works.
15. Responds to, and leads crews through, emergency situations, before, during, and after the event.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree in Public Administration, Business Administration or similar from an accredited college or university; supplemented by at least ten (10) years progressively responsible experience in public works, three (3) of which as a supervisor. A comparable amount of training, education, and experience may be substituted for the educational requirements on a year-for-year basis.

Must possess a Stormwater Class C License or, ability to obtain within 12 months of hire.

Must possess valid Florida Commercial Driver's License (CDL), Class "B".

B. Knowledge, Abilities and Skills:

Extensive knowledge of occupational safety rules and practices.

Extensive knowledge of and skill in the operation and routine maintenance of light and heavy equipment used in public works.

Knowledge of the regulations, occupational safety laws, codes, ordinances and laws relative to Public Works functions and operation.

Extensive knowledge of vehicle maintenance operations, as well as construction/labor methods, particularly in maintenance activities such as grading, drainage, landscaping, paving, building and cleaning.

Knowledgeable in budget preparation, research, report production and related tasks.

Ability to establish attainable goals and objectives, to develop long-term plans and programs, and to make sound decisions on matters of operating policy and administrative problems.

Ability to deal tactfully with other team members, the general public, and contractors.

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Ability to prepare, review and analyze various types of documents and reports in a timely manner.

Proven ability to make sound decisions.

Ability to plan, schedule, motivate, lead, manage and supervise employees with varying levels of education and work experience.

Ability to respond calmly and effectively in emergency situations.

Skill in the use of various types of equipment and tools such as computers, various software programs, printers, calculators, two-way radios, and other electronic equipment and instruments.

Ability to troubleshoot problem areas and provide corrective measures.

Ability to understand, follow directions and instructions both orally and in writing.

Ability to use independent judgment in performing routine and non-routine tasks.

Ability to work under stressful conditions as required.

Ability to comprehend, interpret and apply regulations, procedures and related information.

Ability to organize, prioritize technical work orders.

Skilled in operating and maintaining a variety of specialized equipment as necessary in the performance of daily activities in the field.

C. Physical Requirements:

Task involves frequent walking, standing, over rough and/or uneven ground, stretching, sitting, bending, stooping, working in confined spaces, with some lifting and carrying objects of moderate weight (50 pounds) and occasionally heavy objects (100+ pounds); and/or the operation of vehicles, equipment, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important

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ingredients of safe and/or productive operations; may involve the complex operation of gasoline, electric, or diesel-powered machinery, hand tools or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, with associated equipment.

D. Environmental Requirements:

Work in an office environment, with outside work under various weather conditions. Frequent exposure to adverse environmental conditions and noise levels that may cause distractions. Work with or in moving objects and vehicles.

E Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires odor perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.
Task requires depth perception and discrimination.