

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**       **OPERATIONS MANAGER**

**REPORTS TO:**   **Director of Public Works**

**TYPE:** **Mid-Management - Exempt**

*Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

The Operations Manager is a full-time exempt position reporting directly to the Director of Public Works, and can serve as Public Works Director in the absence of the Director. Provides and performs a variety of tasks required to plan, assign and supervise the work of water and wastewater treatment and maintenance personnel engaged in a variety of street, park, utility, and other Public Works construction, maintenance and repair activities. Provides training and supervision to subordinate staff in the Operations Division and technical support to City staff and contractors relative to infrastructure activities; and participates in the planning and development of City infrastructure directed at meeting current and future City needs and services. Responsible for ensuring compliance with Federal and State safety requirements.

Assists the Public Works Director in implementing goals, objectives, policies and procedures and in preparation and oversight of the annual operating and capital budgets for Public Works. Preparation of operating procedures to ensure compliance with state and federal regulations.

**ESSENTIAL FUNCTIONS:**

Regular sitting for long periods at a desk and/or computer; frequent bending, twisting, stooping and crouching while working at desk, constant use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of equipment; regular communication in oral and written form, verbally, over the telephone and computer with coworkers, contractors and general public; regular standing to use a variety of equipment; occasional lifting and carrying of items up to 50 pounds; occasional lifting above shoulder and head. Frequent driving to work sites and meetings.

Occasional exposure to sun, walking on uneven and/or slippery surfaces, bending, kneeling, squatting, twisting, climbing of ladders of up to 12' above or below ground, exposure to airborne dust, toxic substances and loud noises while inspecting work sites. Occasional use of both arms and hands to twist, turn, or use levers while inspecting work sites.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Must be able to use initiative and independent judgment within established guidelines.

Must possess basic mathematical skills, make calculations with speed and accuracy, and have ability to read/write and speak English. Must be able to complete logs and enter data into computer accurately, read and understand all operating procedures and applicable technical information.

**FAIR LABOR STANDARDS ACT EXEMPTION:**

The incumbent of this position spends more than 50 percent of his/her time as a mid-manager performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

## **JOB TITLE: OPERATIONS MANAGER**

### **TYPICAL DUTIES AND RESPONSIBILITIES: (MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING)**

- Plans, lays out, assigns and supervises the work of City personnel engaged in repairing, patching, and maintaining of City streets, gutters, curbs, drainage paths and alleys, signage, parks, facilities and structures, servicing, maintenance and repair of water and wastewater treatment facilities, laboratory, pumps and meters.
- Develops work schedules for all personnel assigned to the Operations Division of the Public Works department.
- Provides training and supervision to subordinate staff in the Operations Division.
- Assists with the development and administration of the Public Works department budget.
- Estimates quantities of materials needed for, and costs of projects; orders materials, equipment and supplies for the Division.
- Inspects work projects in process and upon completion for conformance to specifications and City standards.
- Performs construction management of capital projects, independently or in cooperation with outside contractors.
- Inspects City facilities, including road, sidewalks, gutters, alleys and signs, treatment facilities, pumps and equipment for needed maintenance and repair; consults with property owners regarding requirements and specifications for repairs or construction.
- Leads and participates in maintaining logs and records; prepares necessary reports, and assists with regulatory agency reports, ensuring compliance and accuracy.
- Confers with other City personnel and engineering specialists regarding City facilities.
- Determines and supplies specifications for the acquisition of City vehicles and equipment. Oversees mechanical repairs and servicing of all City vehicles and equipment.
- Ensures adequate inventory of supplies, parts and equipment for Division operations; researches type and source of equipment and prepares justification for major purchases.
- Prepares, in coordination with the Director, the Division annual budget by collecting financial data, forecasting improvement and maintenance expenditures and determining need for work to be performed under contract.
- Attends various meetings for the purpose of providing input, comment and decisions relative to Public Works activities. Communicates tactfully and effectively, orally and in writing, with coworkers and the public.
- Receives, investigates and resolves complaints from the public.
- Screens, interviews, and recommends on the selection of employees; trains, develops, and evaluates the work of employees.
- Ensures that the Division complies with Federal and State safety requirements; coordinates and or performs the safety training of subordinates, and implements an ongoing safety program.
- Keeps abreast of regulations concerning occupational safety and health standards, hazardous waste management, air quality compliance, and electrical codes and city policies.
- Develops and revises operational and maintenance procedures to ensure compliance with federal, state, county and city regulations and operating permits.
- Performs other duties as assigned.

## **JOB TITLE: OPERATIONS MANAGER**

### **MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, Microsoft Office Professional, Auto-cad; plotter; printer; telephone; programmable calculator; survey level; shovel, small hand tools (hammer, etc.); automobile, copier, FAX; water flow meter; drafting equipment.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Methods, equipment, materials and techniques used in the construction and maintenance of a variety of surfaced and paved streets, gutters, alleys, buildings and facilities, wastewater collection and treatment, storm drain and water collection, treatment and distribution, and buildings.
- Water and wastewater treatment specifications, monitoring and compliance requirements.
- Principles of supervision, training and employee development.
- Principles of budget preparation and expenditure control.
- Safe work practices and Federal and State safety requirements.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.
- All computer applications and equipment related to the typical duties and responsibilities of the job.

#### **Ability to:**

- Develop, direct and inspect, repair and maintain streets, sidewalks, gutters and alleys; water collection, treatment and distribution infrastructure and equipment; wastewater collection and treatment infrastructure and equipment; and vehicles and equipment.
- Develop and execute a comprehensive facility maintenance and improvement program.
- Plan, assign and supervise the activities of a work force engaged in facility and street repair and maintenance, wastewater collection and treatment, storm drain, and water storage, treatment and distribution.
- Develop, through inspection and evaluation of facility, equipment and or street condition, estimates for required repairs or maintenance and prepare descriptions and accurate estimates of the cost of such work.
- Prepare, read and interpret maps, sketches, drawings, specifications and technical manuals.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Demonstrate a high level of integrity, as well as be highly organized and detail oriented.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Supervise, train and evaluate employees.
- Establish and maintain effective working relationship with others.
- Deal effectively and courteously with the public, contractors, vendors, and representatives of regulatory agencies.
- Work independently, direct staff in daily activities and emergency response situations.
- Use standard and specialized computer software applications.

**JOB TITLE: OPERATIONS MANAGER**

**MINIMUM REQUIREMENTS:**

- Possession of a valid Class C or higher California driver's license; and
- Possession of a Water Treatment Plant Operator Certification; and
- Possession of a Wastewater Treatment Plant Operator Certification; and
- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: minimum of five years of increasingly responsible experience in supervising the repair and maintenance of streets, vehicles, water/wastewater utility facilities and lines, parks and public buildings.

**DESIRABLE EXPERIENCE/EDUCATION/CERTIFICATIONS:**

- Ability to use surveying tools and techniques.
- Possession of a valid Class B or higher California driver's license.
- Possession of a D2 Water Distribution Certification or ability to obtain certification within 12 months.
- Possession of a Bachelor's degree in a related field.

**NOTE:** *Accommodations may be made for some of the non-essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

