

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Public Works Operations Manager - Wastewater, Storm Drain & Solid Waste*
Department: *Public Works*
Reports to: *Director of Public Works*
Status: *Exempt /Non-union*

Job Summary:

Plan, organize, direct and coordinate Public Works Solid Waste, Wastewater and Storm Drain Divisions. Direct the Divisions operations, construction and repair activities. Responsible for staffing and budgeting. Supervise the effective and efficient use of assigned personnel, funds, materials, facilities, equipment and time to ensure safety, customer-focused services and effective operation of assigned Divisions equipment and City vehicles. Serve on the department management team and back up the Director of Public Works as directed.

Essential Job Functions:

1. Supervise maintenance, repair and operation activities and services of the Solid Waste, Wastewater, Storm Drain and/or other Divisions of the Public Works Department.
2. Provide input and recommendations for Division budgets. Review monthly expenditures and make recommendations to comply with City policies.
3. Supervise and delegate work to Supervisors and/or other staff. As authorized, recommend decisions on personnel actions including hiring, training, discipline, promoting and staffing.
4. Hire, train, supervise and evaluate department employees in a manner conducive to efficient and effective performance and high morale.
5. Provide continuous information and training for conducting work according to sound safety standards, policies and practices. Assure employees participation in daily, weekly and ongoing tailgate meetings and workshops.
6. Develop and implement with the Director, divisional operating and customer service policies and procedures in accordance with applicable law, court decisions and modern management principles and techniques.
7. Plan, implement and evaluate a wide variety of Public Works programs.
8. As authorized, administer and recommend decisions for service contracts and capital equipment purchases, both major and minor, including types of apparatus and equipment to be used within budgetary limitations.
9. Receive, evaluate and resolve complaints pertaining to division(s) staff and/or operations.
10. Assist in the preparation of applications and supporting data for Federal or State funded programs. Assist with administration and compliance of Federal and State laws regarding project funding, bid requirements, consultant selection, construction standards and operations.
11. Represent the City and act on City's behalf with local, State and Federal agencies, public organizations, citizens, media, boards or commissions as authorized and required. Respond to public inquiries as required. Assist with privatization and other major project proposals and planning activities.
12. Develop and implement approved departmental long and short-range goals and objectives.
13. Research and compile data for specific utility operating and capital financing. Assist with revenue forecasts and recommendations for alternative proposals, and upon approval, implement such programs.
14. Select and manage contracts for specialized services to the City related to assigned Divisions.
15. Attend City Council meetings as necessary. Act as technical and management advisor for assigned Divisions. Present written or oral reports and recommendations. Represent the City and act on the City's behalf as authorized.
16. Assist Director with preparation and/or presentation of agenda bills for the City Council.
17. Provide technical assistance to Development Services as needed. Review and comment on a wide variety of reports issued by other departments.
18. Establish and maintain cooperative and effective working relationships with City officials, other managers and supervisor, employees, vendors, intergovernmental agencies, other City departments and the general public, and respond in a courteous and helpful manner to resolve problems in stressful situations.

Associated Job Functions:

1. Attend various continuing education meetings, seminars and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of modern methods and techniques as applied to construction, maintenance and repair of assigned public works facilities.
- Knowledge of strategic planning and customer-focused management practices as well as skills and abilities to guide and evaluate delivery of premier customer services.
- Knowledge of applicable OSHA/WISHA safety regulations and standards, and the ability to implement, train or ensure training of staff in the safe and effective operation of equipment and facilities.
- Knowledge of organizational, fiscal, personnel and supervisory practices and principles.
- Knowledge of City, County, State and Federal regulations governing assigned public works divisions.
- Good written and oral communication skills, and ability to communicate effectively with a variety of audiences.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Strong customer service to communicate effectively with the co-workers, other agencies and the general public in a courteous and helpful manner.
- Determine and recommend enhanced policies, procedures and service delivery.
- Utilize standard office equipment including personal computer and associated City and department software and Internet resources.

Working Environment and Physical Demands:

Work is normally performed in an office environment and outdoor field locations (in all types of weather conditions). Work requires normal hearing and visual acuity, manual dexterity and physical ability to perform field visits and inspections under wet, slippery or uneven terrain conditions. Requires customer and community relations. Work may be performed in confined spaces and elevated areas using fall restraints. Requires ability to wear and work with respirators and other safety equipment. May involve exposure to hazardous chemicals or bloodborne pathogens. Attendance at weekend and evening meetings is sometimes required, with occasional travel required to other City locations and out-of-town meetings and conferences. Weekend and after-hours work is sometimes required, as well as after-hours response and emergencies.

Experience and Training Requirements:

- College, vocational, or community college, military service or equivalent and continuing education.
- Eight (8) years of increasingly responsible public works experience in supervisory and management positions, **and**
- Working knowledge of public works functions such as solid waste, wastewater and storm drain regulatory, permitting, planning, and technology.
- Must have Wastewater Treatment Plant Operator II and Wastewater Collections II certifications.
- Must have and maintain Wastewater Treatment Plant Operator III and Wastewater Collections III within one year of hire.
- Ability to obtain and maintain appropriate licensures and certifications for successful operation and management of division functions.
- Valid Washington State Driver's License and a good driving record.
- Must pass background and driver's abstract check.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95 (PW Mgr - Parks, WW, SW)
Revised: 10/95, NWM/HR 7/04, PW/HR 4/08, HR 10/12, HR 8/14

FLSA: Exempt
Salary Range:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.