PUBLIC WORKS FIELD OPERATIONS MANAGER

DEFINITION
Under general supervision, manages and oversee the daily functions, operations and activities of assigned public works functional areas including streets, sidewalks, storm water and drainage systems, street sweeping, traffic signage and striping, parks, fleet, building and wastewater systems maintenance.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages and oversee public works programs, such as concrete and asphalt repair, street sign replacement, and park maintenance, building maintenance including in-house supervision, planning, estimating, as well as contract development and execution;
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend appropriate service and staffing levels; recommend and administer policies and procedures.
- Participate in the development and administration of and oversee departmental section budgets.
- Participate in the selection of, train, motivate, and evaluate assigned personnel; provide and/or coordinate staff training; work with employees on performance issues; recommend discipline.
- Meet with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating public works maintenance matters; provide information regarding City development requirements.
- Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules, regulations and procedures; answer questions and resolve concerns.
- Serve as a liaison for the assigned section to other City departments, division, and outside agencies; attend meetings, as necessary; provide staff support to commissions, committees, and task forces, as necessary; negotiate and resolve significant and controversial issues.
- Perform related duties as required

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of public works maintenance and management methods and techniques, budgeting and purchasing processes and procedures,
- Skilled in managing, delegating and evaluating work of assigned staff, prioritizing and scheduling division activities, providing and following oral and written instructions and in establishing and maintaining effective working relationships
- Ability to effectively communicate verbally and in writing in English and to perform essential duties with minimum supervision
- Proficient in the use of a personal computer and electronic devices to perform essential duties;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an outdoor environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents in this class maybe exposed to repetitive motion, extreme temperatures and weather, moving traffic, areas under construction, hazardous fumes and chemicals and infectious diseases.
PUBLIC WORKS FIELD OPERATIONS MANAGER

QUALIFICATIONS
Seven years of increasingly responsible experience in public works systems and/or equipment maintenance repair including at least five (5) years of supervisory experience.