



# CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711  
ci.manzanita.or.us

February 21, 2024

## **The City of Manzanita Public Works Department is seeking a Full time Operations Manager to join our team**

The Operations Manager will organize, schedule, assign and supervise the operations and maintenance activities of Public Works Field operations. Such services include the areas of water, parks, transportation, storm water and vehicle and equipment and facility maintenance. Identifies work and reviews work of subordinates and contractors by inspecting for compliance with City/state standards for production and quality of City water.

### **Typical Duties/Examples of Work**

- 1) Supervises crews of unskilled to skilled workers in the maintenance, construction, repair, and operations of the City's water, storm water, street systems, and parks and facilities. Ensures workers are following City policies and procedures.
- 2) Make recommendations on staffing, equipment, and other budget needs to the Public Works Director.
- 3) Identifies routine and one-time tasks and maintains a prioritized list of projects to be done. Schedules prioritized work for crews; schedules daily work projects and assigns personnel and equipment to complete projects; provides training and instruction as necessary.
- 4) Writes or reviews work reports, accident or damage reports, equipment reports, and material usage reports.
- 5) Provide employee coaching, employee performance reviews, and make recommendations to the Public Works Director regarding any disciplinary action. Participate in new hire interviews and effectively recommend hiring and termination actions.
- 6) Monitors, maintains, and repairs booster pumping stations, reservoirs, and related equipment to assure system reliability and oversees and supervises other employees who perform the same tasks.
- 7) Monitors and maintains production wells for the City's water system and oversees and supervises other employees who perform the same tasks.
- 8) Monitors and performs maintenance on chemical injection systems and monitoring equipment for treatment of City's water supply and oversees and supervises other employees who perform the same tasks.
- 9) Monitors water quality by performing routine analysis of water in the distribution system and oversees and supervises other employees who perform the same tasks.
- 10) Assist the Public Works Director to develop, maintain, and oversee a capital improvement plan for City projects, infrastructure needs and upgrades, on an annual basis and for at least five years out.
- 11) Help develop other long-range plans.
- 12) Assures that the City meets mandated Oregon Health Authority water sampling requirements by scheduling, tracking, ordering, and performing water sampling as required.
- 13) Performs review and inspection duties of the City's water system during the ongoing construction, installation, and connection to the City's water system.
- 14) Writes, updates and/or contributes to the development of mandated reports and plans to ensure compliance with State and Federal requirements. This includes but is not limited to the Emergency Response Plan, Capital Improvement Plan, Safety Plan, and Operation and Maintenance plans.
- 15) Responsible for the Public Works department's safety program. Ensures compliance with State and Federal guidelines and provides routine required safety training for crews.
- 16) Operates departmental heavy equipment as necessary including excavator and dump truck. Proficient with the use and safe operation of tools and equipment. Also, oversees and supervises employees who perform these tasks and also ensures safe operation of tools and equipment but other employees. Maintain vehicle maintenance records.
- 17) Responds to Manzanita residents who have inquiries or concerns in a courteous manner and uses independent judgement to find solutions.
- 18) Participate if directed by the Public Works Director on the City's Safety Committee.
- 19) Assist in preparing reports, resolutions, and ordinances for Council information or action as directed by the Public Works Director.

- 20) Prepares inspection reports. Compiles and maintains project records, numerical data, and documents. Ensures documents are updated and filed to reflect project status and changes.
- 21) Maintains professional, respectful, productive, and cooperative working relationships with City staff, other organizations, and the general public.
- 22) Follows all safety rules and procedures for work areas and work areas of all Public Works employees. Corrects and/or reports unsafe conditions to appropriate personnel.
- 23) Performs a good deal of work in the field with some work in the office.
- 24) Schedules maintenance and organizes records of fleet and equipment maintenance.
- 25) Participates in a rotating 24-hour emergency on-call service and responds to City emergencies.
- 26) Performs other duties as assigned, including providing assistance with special assignments.

### **Why join the City of Manzanita?**

The City of Manzanita is committed to offering benefits such as paid vacation, paid sick, and participates in PERS, the Oregon Public Employees Retirement System and Medical coverage. Salary range is \$5,280 - \$6,418

### **To Qualify**

***The following minimum qualifications are required for this position:***

- 1) Applicant must have a High School Diploma, or equivalent.
  - a. OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
  - b. Obtain a Oregon Water Distribution 2 & Treatment 1 certification within 24 months of hire.
- 2) Within 24 months of hire of hire applicant must be within 20 minutes of the Public Works office located at 1090 Oak St. in Manzanita, for one week a month. Good tool to check is <https://www.mapquest.com/directions>
- 3) A valid Oregon driver's license and proof of an acceptable driving record are required.
- 4) Knowledge of operation and maintenance principles, practices, tools and materials for maintaining and repairing assigned City facilities and equipment.
- 5) Skilled in the operation and maintenance of equipment and tools used in the course of work.
- 6) Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.
- 7) Basic computer skills, preferably in Microsoft Office products.
- 8) Verbal and written communication skills.
- 9) Interpersonal skills.
- 10) Excellent customer service skills.
- 11) Strong organizational skills.
- 12) Ability to follow oral and written instructions; complete assigned tasks with little functional oversight; and meet deadlines.
- 13) Ability to establish and maintain effective working relationships with those encountered in the course of work.
- 14) Ability to pass a pre-employment criminal background check and drug and alcohol screening.
- 15) Ability to meet the physical demands of the position.

### **Recruitment Timeline:**

- Position Posted: Original Post 2/1/2024
- Reposted: 02/21/2024 Open until filled
- First Application Review: TBD
- Position Interviewing TBD

### **Application Instructions:**

Applicants must submit a résumé and application of employment to the City of Manzanita:

Applications locations: Manzanita Public Works  
 1090 Oak St.  
 Manzanita, Or 97130  
 or  
 ci.manzanita.or.us

Drop off: Manzanita Public Works  
1090 Oak St.  
Manzanita, Or 97130

Mail to: City of Manzanita  
P.O. Box 129  
Manzanita, OR 97130

***E-mailed and/or faxed applications will not be accepted.***

Sincerely,

Dan Weitzel  
Director of Manzanita Public Works Dept.

# City of Manzanita, Oregon

## Position Description

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**Job Title:** Operations Manager

**FLSA:** Exempt

**Supervisor:** Public Works Director

**Type:** Full-Time

**Department:** Public Works

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### **General Statement of Responsibilities**

Organize, schedule, assign and supervise the operations and maintenance activities of Public Works Field operations. Such services include the areas of water, parks, transportation, storm water and vehicle and equipment and facility maintenance. Identifies work and reviews work of subordinates and contractors by inspecting for compliance with City/state standards for production and quality of City water.

### **Supervision Received**

Work is done under the Supervision of the Public Works Director and general direction of the City Manager. Employee is expected to use independent judgement to plan, organize, implement, and review duties with minimal supervision.

### **Examples of Duties - Essential Functions**

1. Supervises crews of unskilled to skilled workers in the maintenance, construction, repair, and operations of the City's water, storm water, street systems, and parks and facilities. Ensures workers are following City policies and procedures.
2. Make recommendations on staffing, equipment, and other budget needs to the Public Works Director.
3. Identifies routine and one-time tasks and maintains a prioritized list of projects to be done. Schedules prioritized work for crews; schedules daily work projects and assigns personnel and equipment to complete projects; provides training and instruction as necessary.
4. Writes or reviews work reports, accident or damage reports, equipment reports, and material usage reports.
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11. Help develop other long-range plans.
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15. Responsible for the Public Works department's safety program. Ensures compliance with State and Federal guidelines and provides routine required safety training for crews.
16. Operates departmental heavy equipment as necessary including excavator and dump truck. Proficient with the use and safe operation of tools and equipment. Also, oversees and supervises employees who perform these tasks and also ensures safe operation of tools and equipment but other employees. Maintain vehicle maintenance records.
17. Responds to Manzanita residents who have inquiries or concerns in a courteous manner and uses independent judgement to find solutions.
18. Participate if directed by the Public Works Director on the City's Safety Committee.
19. Assist in preparing reports, resolutions, and ordinances for Council information or action as directed by the Public Works Director.
20. Prepares inspection reports. Compiles and maintains project records, numerical data, and documents. Ensures documents are updated and filed to reflect project status and changes.
21. Maintains professional, respectful, productive, and cooperative working relationships with City staff, other organizations, and the general public.
22. Follows all safety rules and procedures for work areas and work areas of all Public Works employees. Corrects and/or reports unsafe conditions to appropriate personnel.
23. Performs a good deal of work in the field with some work in the office.
24. Schedules maintenance and organizes records of fleet and equipment maintenance.
25. Participates in a rotating 24-hour emergency on-call service and responds to City emergencies.

26. Performs other duties as assigned, including providing assistance with special assignments.

### **Screening Criteria**

**Education and Experience:** A High School Diploma, or equivalent and over 5 years' experience in public works environment which includes supervisory or lead responsibilities, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record is required. No felony arrests or convictions. Possession or able to obtain within 1 year of hire of the following certificates or licenses:

- Oregon Water Distribution Level II Certification
- Oregon Water Treatment Level I Certification
- ODOT Flagger Certification
- Valid Driver's License from State of Oregon
- CPR/First Aid

**Knowledge of:** Broad knowledge of public works functions, engineering, and public administration principles. Thorough knowledge of the principles of supervision and personnel practices; materials, methods and techniques used in the construction, maintenance and operation of public works facilities; contract administration; and budgeting. Knowledge of general office procedures and practices; business English, spelling, and punctuation. Knowledge of project management, civil engineering theory, practice, and standards as well as the methods, materials, equipment used in public works construction/maintenance and record keeping systems.

**Skills:** Requires excellent relationship management and communication skills, including technical writing skills sufficient to prepare project specifications, process documentation, and communications suitable for external distribution. Demonstrated initiative, organizational skills, problem solving skills, and attention to detail. At least a general knowledge of various related computer applications such as GIS, CAD, and Office 365 are required.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, sit, bend, listen, stoop, communicate, read, write, and comprehend both numbers and the written English language. Employee is required to frequently reach and manipulate objects, tools, or controls. The position requires mobility over a variety of terrain, including uneven terrain on an occasional basis. Duties involve moving materials weighing up to 10 pounds on a regular basis. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard or calculator and other standard office equipment in an office setting and surveying or related equipment in the field. This position requires visual and audio acuity.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Approximately 60% of the work takes place outdoors with exposure to all types of weather conditions, construction sites, and confined spaces. The remainder of the work period takes place under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. The noise level in the work environment is usually low; however, this position works in proximity to the Public Works Garage and equipment which can be subject to periodic louder noise.

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**SIGNATURES:**

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: January 2024

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

# Employment Application

## City of Manzanita

543 Laneda Ave PO Box 129 Manzanita OR 97130 | Phone: 503-368-5343 |  
Fax# 503-368-4145 | [www.ci.manzanita.or.us](http://www.ci.manzanita.or.us)

The City of Manzanita is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, or any other legally protected status. All selection decisions are based on job related factors.

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

PLEASE PRINT OR TYPE

### PERSONAL INFORMATION

Last Name	First Name	Middle	Home Phone	Message Phone
Address		Apt. #	PO Box	Business Phone
City	State	Zip		
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### EDUCATION AND TRAINING

Please include any training relative to the position you are applying for:

Colleges, Vocational or Technical Schools, Training Centers	Course of Study	Number of Years Completed	Type of Degree or Certificate Received

### LICENSES AND CERTIFICATES REQUIRED FOR THIS POSITION

Description	Issued by	ID #	Expiration Date

### PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.


### ADDITIONAL INFORMATION

Do you possess a valid driver's license?  Yes  No (A valid driver's license is required when stated on the job announcement.)

State: \_\_\_\_\_

Driver's License # \_\_\_\_\_



## WORK EXPERIENCE

**Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.  
(If more space is needed, see Page 3)**

Name of Present or Last Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time   ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern   ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time   ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern   ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time   ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern   ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

### APPLICANT ACKNOWLEDGMENT

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Manzanita to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc., either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false, or misleading statements/answers/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline, up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I understand that the City of Manzanita may complete a background check of finalists. The type and degree of the background check depends on the position, however, it may include a driving history, criminal records check, and/or any other records checks pertinent to the position. Depending on the type of background check, I understand the City of Manzanita may be required to provide me with additional information. My signature on this application serves as my authorization for the City to conduct any background check for the position which I am applying that does not require additional authorization. My signature further serves as my understanding that the City of Manzanita will provide me with the required notice, disclosure, and request for authorization whenever the background check requires additional authorization such as the Fair Credit Reporting Act or any other State or Federal law that requires additional authorization.

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Manzanita harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, and/or other government history, driver's license violations and motor vehicle records, that may be in their possession. An offer of employment is conditioned upon satisfactorily passing all criteria required by the position. Depending on the position, these criteria may include laboratory test(s) (including drug testing) and/or a background check.

Applicant's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**City of Manzanita**

# EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

## ADDITIONAL WORK EXPERIENCE

**Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.**

Name of Present or Last Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u>    </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u>    </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer?  Yes  No

Name of Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u>    </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u>    </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer?  Yes  No

Name of Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u>    </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u>    </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer?  Yes  No

Name of Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u>    </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u>    </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer?  Yes  No

The City of Manzanita is subject to various state and federal rules and regulations requiring non-discrimination in employment. Pursuant to these rules and regulations, the City of Manzanita hereby invites you to voluntarily provide information regarding your race/ethnic composition, gender and age.

The City of Manzanita is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability status, veteran status, marital status and any other legally protected status. As required by law, any information that you provide on this form will be treated as confidential and will be stored separate from all personnel information. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

Position Applied For: \_\_\_\_\_

Sex:  Female  Male

Age: \_\_\_\_\_

### RACIAL CATEGORY

- |   |   |
|---|---|
| <input type="checkbox"/> WHITE/CAUCASIAN (not of Hispanic origin) | All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.  |
| <input type="checkbox"/> BLACK (not of Hispanic origin)           | All persons having origins in any of the racial groups of Africa.   |
| <input type="checkbox"/> HISPANIC                                 | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.   |
| <input type="checkbox"/> ASIAN-PACIFIC ISLANDER                   | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India. |
| <input type="checkbox"/> AMERICAN INDIAN-ALASKAN NATIVE           | All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition as an American Indian or Alaskan Native.                                |

**VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.**

### RECRUITMENT SOURCE

How did you become aware of this employment opportunity?

- |   |                        |  |
|---|------------------------|--|
| <input type="checkbox"/> Newspaper                    | Which newspaper? _____ | <input type="checkbox"/> City Job Information Line |
| <input type="checkbox"/> City Employment Announcement |                        | <input type="checkbox"/> State Employment Office   |
| <input type="checkbox"/> City Employee                |                        | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> City Website                 |                        | Explain: _____                                     |