

City of Manzanita, Oregon

Position Description

Job Title: Operations Manager

FLSA: Exempt

Supervisor: Public Works Director

Type: Full-Time

Department: Public Works

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 completed. Schedules prioritized work for crews; schedules daily work projects and assigns personnel and equipment to complete projects; provides training and instruction as necessary.
4. Write or review 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 recommend hiring and termination actions.
6. Monitors, maintains, and repairs booster pumping stations, reservoirs, and related equipment to assure system reliability and supervises other employees who perform the same tasks.
7. Monitors and maintains production wells for the City's water system 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 supervises other employees who perform the same tasks.

9. Monitors water quality by performing routine analysis of water in the distribution system and supervises other employees who perform the same tasks.
10. Assist the Public Works Director and City Manager to develop, maintain, and oversee a Capital Improvement Plan (CIP) for City projects, infrastructure needs and upgrades, on an annual basis and for at least five-to-ten-year horizon.
11. Help develop other long-range plans.
12. Assure 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. Write, update and/or contribute 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 use 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. Prepare 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 on unsafe conditions to appropriate personnel.
23. Performs a field work 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.

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.