



January 13, 2025

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 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 a value driven organization that provides a supportive and rewarding work environment. The City of Manzanita strives to provide the highest quality service to the community in which we serve. Staff are supported by the City Manager and the City's Management team to ensure that employees have a good work life balance. The city has a dedicated and hard working team that is collaborative, respectful and fun.

The city also provides a generous benefit package including vacation, sick leave and participation in the Public Employee Retirement System (PERS) in which the city covers both the employer and employee pickup costs associated with PERS. The city also offers generous medical, dental and vision coverage – 94% of costs are covered by the city. Salary range for this position is \$5,280 - \$6,418 per month

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) A valid Oregon driver's license and proof of an acceptable driving record are required.
- 3) Knowledge of operation and maintenance principles, practices, tools and materials for maintaining and repairing assigned City facilities and equipment.
- 4) Skilled in the operation and maintenance of equipment and tools used in the course of work.
- 5) Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.
- 6) Basic computer skills, preferably in Microsoft Office products.
- 7) Verbal and written communication skills.
- 8) Interpersonal skills.
- 9) Excellent customer service skills.
- 10) Strong organizational skills.
- 11) Ability to follow oral and written instructions; complete assigned tasks with little functional oversight; and meet deadlines.
- 12) Ability to establish and maintain effective working relationships with those encountered in the course of work.
- 13) Ability to pass a pre-employment criminal background check and drug and alcohol screening.
- 14) Ability to meet the physical demands of the position.

Recruitment Timeline:

- Open until filled.

Application Instructions:

Applicants must submit a résumé and application of employment to the City of Manzanita. Application may be downloaded from the City's website www.ci.manzanita.or.us – please send completed application including cover letter, resume and application to cityhall@ci.manzanita.or.us. Applications may also be mailed to City Hall P.O. Box 129 Manzanita, OR 97130