

**City of Grass Valley
JOB DESCRIPTION**



PUBLIC WORKS DIRECTOR OF OPERATIONS

Department: Public Works Department

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

SUMMARY OF JOB PURPOSE

This is a full-time, salaried, executive level position in the Public Works Department. The Public Works Director of Operations is the manager of the Public Works Department, serving at the pleasure of the City Manager on a contract basis (at will), and receives administrative direction from the City Manager.

Under general direction, manages planning, administration and coordination of the activities and operation in multiple functions/divisions (Water, Wastewater, Streets, Fleet, Facilities, and Park Maintenance) of the Public Works Department; assists in coordination of assigned activities with other City departments and outside agencies; provides highly responsible and complex technical staff assistance to the City Manager; directs, manages and supervises the work of assigned staff; establishes and implements assigned programs' objectives and performance standards; responsible for fulfilling the mission and carrying out the policies of the Department; promotes and participates in collaborative activities, programs, and projects that cross functional areas; and performs other related duties as required.

The Public Works Director of Operations is responsible for carrying out the mission of the City and the Public Works Department in conformance with departmental and City of Grass Valley organizational values.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or his/her designee. Exercises direct supervision over subordinate professional, field crews, technical, clerical and management staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Plans, coordinates and supervises the work activities for assigned operations; participates in the development of the department's work plans; assigns work activities, projects and programs; monitors workflow; review and evaluates work products, methods and procedures.
2. Recommends and assists in the development, planning and implementation of departmental goals and objectives; assists in the development and implementation of department policies and procedures.

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3. Plans, prioritizes, assigns, supervises and reviews the work of subordinate staff members in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.
4. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
5. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures.
6. Coordinates assigned department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Public Works Director and City Council; prepares and presents reports and other necessary correspondence; and attends City Council meetings as necessary.
7. Applies for and manages grant and loan funds.
8. Develops and maintains vehicle replacement plan.
9. Prepares single and multi year budgets and forecasts for various divisions.
10. Manages construction projects.
11. Acts in the place of the Director of Public Works, when necessary.
12. Participates in the development and administration of the Public Works budget; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities; monitors and approves expenditures; implements midyear adjustments.
13. Administers and monitors contracts for materials or services relating to Public Works operations.
14. Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
15. Serves as staff liaison to various commissions and committees on public works matters as assigned; assists in providing technical support as necessary.
16. Receives and responds to public inquiries, requests for assistance and complaints regarding assigned public works activities; participates in public meetings as necessary.
17. Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
18. Establishes positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.

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19. May supervise the activities of volunteers, court assigned trustees, probationers and parolees.
20. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Principles and practices of municipal public works including water, sewer, and storm drain utilities, park and street maintenance.
2. Pipeline conversion, infiltration and inflow, wastewater flow monitoring, principles and practices of civil engineering, including the planning design construction and inspection of municipal public works.
3. Legal, financial and public relations issues associated with a public works department.
4. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
5. Recent developments, current literature, and sources of information regarding public works practices.
6. Methods and techniques of contract negotiation and administration.
7. Basic principles and practices of program and budget development, administration and evaluation.
8. Methods and techniques of supervision, employee evaluation, training and motivation.
9. Basic principles of mathematics.
10. Applicable local, State and Federal laws, codes and regulations.
11. Methods and techniques for record keeping and report preparation and writing.
12. Proper English, spelling and grammar.
13. Occupational hazards and standard safety practices.
14. Construction inspections and management.

Ability to:

1. Be proactive in future planning for facility system growth.
2. Provide effective leadership and coordinate the activities of Public Works staff.
3. Plan and organize efficient and effective work schedules.
4. Evaluate existing systems and procedures for improvement.

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5. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
6. Read and interpret maps, sketches, drawings, specifications and technical manuals.
7. Read, decipher and understand plans and specifications for infrastructure components and pipelines.
8. Negotiate and oversee contracts.
9. Represent the interests of the City in the community and at professional meetings as required.
10. Plan and administer budgets for assigned projects and activities.
11. Operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, and inventory.
12. Gain cooperation through discussion, consensus building and persuasion.
13. Perform mathematical calculations quickly and accurately.
14. Interpret, explain and apply applicable laws, codes and regulations.
15. Read, interpret and record data accurately.
16. Organize, prioritize and follow up on work assignments.
17. Work independently and as part of a team.
18. Make sound decisions within established guidelines.
19. Analyze a complex issue, develop and implement an appropriate response.
20. Follow written and oral directions.
21. Observe safety principles and work in a safe manner.
22. Communicate clearly and concisely, both orally and in writing.
23. Establish and maintain effective working relationships.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL REQUIREMENTS

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.

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2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces.
3. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
4. Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.
5. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
6. May be required to lift and move as much as 35 pounds.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills is:

1. Eight years of increasingly responsible experience in the field of Public Works, of which at least four years was at a management level, including the supervision of staff in multiple disciplines.
2. Four years increasingly responsible supervisory experience in the area of Water or Sewer maintenance operations.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Possession of a valid class "C" California Driver's License; but a Class "B" California Commercial Driver's License is desirable.
2. Possession of a State of CA Water Distribution D3 license is Required.
3. Possession of Confined Space Certification within 6 months of hire.
4. Register with the State Water Resources Control Board as legally responsible official (LRO) to enter, certify, and submit data into the online sanitary sewer overflow (SSO) database on behalf of City of Grass Valley in accordance with the latest Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

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5. Possession of a valid California Grade IV or higher Wastewater Certificate, issued by the California Water Resources Control Board and possession of a valid State of California Grade III or higher Water Treatment Plant Operator Certificate is highly desirable.

WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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