

EXHIBIT D



CLASS SPECIFICATION

CLASS TITLE: Public Works Operations Manager

DEFINITION: Under general direction, plans, directs, coordinates, and manages a variety of operational maintenance for the following Public Works units: streets, facilities, fleet, electrical systems, storm drains, parking lot and garage maintenance, downtown hardscape maintenance, and customer services; manages, supervises, and monitors assigned resources to include staff, directly and through subordinates; coordinates assigned activities with other Public Works divisions, Parks and Recreation, internal fleet customers, utilities, city projects, special projects, work units, and outside organizations; serves as a responsible and productive member of the City/Public Works management team; and, performs related duties as required.

DISTINGUISHING CHARACTERISTICS: Reporting to the Director of Public Works, this position functions at a management level of performance and exercises independence and sound judgment within organizational parameters and established policies. This single position classification is responsible for the administration, implementation, and on-going management of assigned Public Works' work units and included operational functions, programs, and special projects. Responsibilities include the direct and indirect supervision of supervisory, technical and support staff. This single position job class is distinguished from the Deputy Director of Public Works classification in that the latter serves as senior management and is responsible for the overall management of assigned Public Works divisions' engineering and/or operational functions. This single position classification requires strong and demonstrated management and supervisory skills as well as knowledge and expertise in a variety of designated public works' technical and specialized maintenance functions.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

1. Implements, manages, and monitors the operations and maintenance of the City's streets and electrical maintenance systems to include street sweeping and graffiti removal, in accordance with all local, regional, state, and federal regulations; recommends operational decisions that affect employee and citizen safety for assigned areas.
2. Implements, manages, and monitors the annual street resurfacing program including overlays, sealing programs, crack sealing, and other preventative maintenance programs.
3. Implements, manages, and monitors the operations and maintenance of the City's sidewalk improvement program in accordance with all applicable local, regional, state, and

federal regulations; recommends operational decisions that may affect the quality and quantity, safety and accessibility of City sidewalks.

4. Makes policy recommendations and establishes administrative procedures for all City transportation requirements pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventive maintenance, fueling and replacement of City vehicles.
5. Develops, coordinates and supervises a comprehensive vehicle preventive maintenance and repair program for the City automotive equipment, heavy equipment and other special equipment; coordinates and administers contracts for outside maintenance services.
6. Recommends and implements goals and objectives for the streets, facilities, fleet and electrical maintenance; establishes performance standards and methods for work performed in each work unit; develops, implements, and evaluates pertinent processes and procedures to ensure on-going quality service and product.
7. Plans, implements, manages, and evaluates the work of assigned staff, consultants and contractors to ensure timely, cost effective, and successful services are provided.
8. Monitors and evaluates operations and activities of assigned Public Works' maintenance work units; recommends and implements improvements and modifications on a proactive and as needed basis; prepares a variety of reports and presentations periodically and upon request.
9. Coordinates with the Utilities Department to provide coordinated maintenance services as related to assigned duties.
10. Participates in budget preparation and administration for assigned work units and as a member of the departmental management team; prepares cost estimates for budget recommendations; submits justifications for staffing and resources requests; monitors and controls expenditures on an on-going basis.
11. Develops, implements, and monitors a safety program for each assigned work unit in accordance with OSHA and City guidelines and regulations.
12. Participates in the selection of staff; coordinates staff training; conducts performance reviews; and implements disciplinary procedures.
13. Receives and responds to questions and concerns from the public regarding assigned services and functions; initiates and directs investigations regarding such complaints; implements corrective action as necessary to resolve issues; and communicates answers and/or actions taken to appropriate parties in a timely and respectful manner.
14. Builds and maintains positive working relationships with City management, peers, and staff as well as other organizations, businesses, consultants, contractors, citizens, and the general public applying principles of effective customer service; prepares periodic and requested reports, analyses, and presentations for City management and elected officials upon request.

15. Performs related duties as assigned.

MINIMUM REQUIREMENTS:

Experience/Education: A typical way to obtain the requisite knowledge and abilities would be: At least four (4) years of progressively responsible experience in the supervision and management of designated public works' maintenance projects and activities; graduation from high school supplemented with additional training/coursework in supervision/management. Upper division college coursework in public or business administration, public works management or a field related to the required experience is desired.

Knowledge of: standard and accepted principles, methods, practices and equipment utilized in the installation, inspection, repair and maintenance of roads, bridges, storm drainage facilities, sidewalks, fleet, and facility maintenance applicable street and road signs and markings for cities; standard and accepted safety regulations and standards for safe working practices; applicable federal, state, county and city codes relating to construction and maintenance of streets, and related improvements; standard and accepted equipment and materials supply sources for assigned maintenance/construction functions; standard and accepted cost estimating methods; standards and specifications for assigned maintenance/construction projects; standard and accepted public administration practices including budgeting, program/evaluation, and supervisory techniques.

Ability to: understand, interpret and explain applicable laws, regulations and policies governing assigned programs in a clear and concise manner; learn the geography of the City and its roads and streets; plan, organize and manage a variety of specialized public works programs and activities to include streets, facilities, fleet,; develop and implement effective and efficient operational procedures; identify and analyze administrative and operational problems, analyze and evaluate alternatives, recommend solutions, and implement changes; collect and analyze data to identify needs and evaluate program effectiveness; communicate effectively and tactfully in both oral and written forms; establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy with diverse individuals and groups; prepare budgets, funding proposals and narrative and statistical reports in a timely and effective manner; select employees and supervise the work of others engaged in a variety of maintenance, repair and construction activities; secure cooperation and teamwork among support staff, contractors, other City departments/divisions, and outside organizations; understand and analyze expenditure reports; establish and maintain accurate records and document actions taken; organize and prioritize work assignments for self and others; perform mathematical calculations; determine and evaluate appropriate levels of performance of employees and contract service providers; effectively delegate responsibility and authority to others; perform assigned duties in a safe and effective manner for self and others; establish and maintain effective working relationships with those contacted in the performance of required duties.

Special Requirements: Possession of a valid California Class C Driver's License and a satisfactory driving record. Independent travel is required. Emergency response and attendance at evening meetings necessitates work outside normal working hours. Possession of or ability to obtain a

Established: June 2, 2009
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FLSA Exempt