

CITY OF ANACORTES

Job Description

August 2003

JOB TITLE: **Operations Manager**

DEPARTMENT: Public Works

REPORTS TO: Public Works Director/City Engineer

GENERAL PURPOSE OF JOB: To contribute to the successful operation, maintenance and constant improvement of a robust infrastructure for the City of Anacortes and its regional water system. This position is entrusted to champion customer service, technical vitality and fiscal stewardship and responsiveness within the Public Works Department. Applies intensive and diversified knowledge of Public Works Operations and Maintenance principles and practices in broad areas of assignments and related fields.

LEVEL OF AUTHORITY: Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws and generally accepted procedures and practices are followed.

DETAILED PURPOSE OF JOB: As a Division Head in the Public Works Department manages and leads a staff of 30-35 personnel in the Operations Team. Responsibilities will involve full spectrum of municipal infrastructure including streets and right of ways, water transmission, storage, and distribution systems, wastewater collection systems, storm water detention, drainage and conveyance systems, solid waste and recycling, and equipment fleet management .

Assists the Director of Public Works in establishing policies and in problem solving. And decision-making. Establishes and tracks relevant performance measures in areas of responsibility.

WORK ENVIRONMENT: Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. Work is also performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. May be exposed to raw sewage, toxic or unpleasant gasses, heights, chemicals, and unsanitary or slippery conditions.

ESSENTIAL JOB FUNCTIONS:

Leadership

1. Leads the largest and most eclectic division in the City.
2. Directs. Motivates and appropriately influences others
3. Serves as a credible role model
4. Displays a positive attitude
5. Sets high standards for the group
6. Articulates clear goals and expectations
7. Builds a strong sense of teamwork, purpose, and group identity
8. Delegates appropriate levels of authority to others.
9. Deals effectively with people's concerns and problems.

Safety

1. Plans and executes an effective safety program.

Streets/Traffic

1. Serves as a member of the City Traffic Safety Committee
2. Manages streets and rights of way

Development Review

- 1 Serves as a member of the Development Review Committee.

Operations and Maintenance:

- 1 Responsible for the overall operation and maintenance of city public works infrastructure as follows:
 - 2 Streets : 102 miles
 - 3 Water Distribution System: 187 miles
 - 4 Sidewalks: 25 miles
 - 5 Sanitary Sewers 100 miles
 - 6 Storm sewers 55 miles
 - 7 Detention Ponds: 55
 - 8 City Equipment : 300 pieces
 - 9 City Combined Maintenance Facility
- 2 Ensure relevance and cost – effectiveness of the O&M of city infrastructure through tracking and assessment of performance measures
- 3 Constantly review policies, procedures and tasks to ensure cost-effective use of resources.

Fleet Administration

1. Responsible for overall management of equipment fleet.

Storm Water Systems ,Water Distribution System,Sewer Collection System:

Responsible for the cost effective day to day management and stewardship of these utility systems

Solid Waste and Recycling

- 1 Responsible for the daily operation of the solid waste collection system
- 2 Represents the City of Anacortes in regional solid waste matters
3. Administers the Yard Waste Collection Contract
4. Administers the Residential Curbside Recycling Contract

ADDITIONAL JOB FUNCTIONS:

1. Provides interdepartmental support as required.
2. Represents the City at various community boards and advisory groups as assigned.
3. Attends public meetings, prepare reports and answers questions of public and Council.
4. Prepares ordinances, resolutions, and other legal documents.
5. Utilizes computerized data processing equipment for modern and cost-effective performance of assigned duties.
6. Assists in the preparation of divisional budget and prepares periodic special reports.
7. Assists in preparing the City's Six Year Capital Facilities Program and annual construction program.
8. Performs related tasks as required.

QUALIFICATIONS AND CAPABILITIES:

1. Bachelor's Degree or equivalent OR 10 years experience in lieu of education requirements. Applicants with a combination of education and experience that provides the required knowledge, skills and abilities will be considered.
2. Must have working knowledge of: civil engineering principles and practices; public works infrastructure design, construction and materials and techniques;
3. Must possess excellent customer service skills and the ability to act as an ambassador to the community.
4. Must be able to manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative, yet stressful environment.
5. Must work collaboratively with all other City Departments and PW Division heads.
6. Must be an excellent communicator orally and in writing.
7. Ability to proactively administer projects from concept to closeout; to perform research and prepare clear and concise technical reports; work effectively with property owners, contractors, consultants, staff, and the general public.
8. Highly motivated and able to work independently, yet remain a member of a team.

9. Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
10. Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
11. Familiar with applicable laws, codes and permit requirements that govern public works operations and maintenance activities.
12. Proficient use of computer programs including Microsoft Office Suite.
13. Must have or be able to obtain a valid WA State driver's license.

Physical

1. Ability to use a computer workstation for extended periods of time.
2. Ability to sit at a workstation for extended periods.
3. Ability to stand, work, and drive throughout the day.
4. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

OTHER:

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required of employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes ___ No ___

If testing is required, will accommodation be necessary?

Yes ___ No ___

Signature

Date