

**JOB DESCRIPTION
EXEMPT**

JOB TITLE: Public Services Manager

DEPARTMENT: Public Works

REPORTS TO: Operations Manager / Public Works Director

PRINCIPAL PURPOSE OF JOB: To contribute to the successful operation, maintenance and constant improvement of a robust infrastructure for the City of Anacortes. This position is entrusted to champion customer service, technical vitality and fiscal stewardship and responsiveness within the Public Works Department. The Public Services manager assists in short and long term planning, budget management and mission quality assurance. Employee morale, education, and professional development are important responsibilities of this position.

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 Public Services manager in Public Works Department manages and leads the Solid Waste team. Responsible for managing the public service processes including right of way, vacation requests, encroachment agreements, community events, parades, festivals, etc.

WORK ENVIRONMENT: Work is performed both in field and in 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:

1. Develops, maintains, trains, and participates in required safety programs.
2. Directs, motivates and appropriately influences others.
3. Serves as a credible role model.
4. Displays a positive attitude.
5. Sets high standards for 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 peoples concerns and problems.

ADDITIONAL JOB FUNCTIONS:

1. Provide interdepartmental support as required.
2. Represent the City at various community boards and advisory groups as assigned.
3. Attend public meetings, prepare reports and answer questions of public and council.
4. Utilize computerized data processing equipment for modern and cost effective performance of assigned duties.
5. Assist in preparation of divisional budget and prepares periodic special reports.
6. Performs related tasks as required.

QUALIFICATIONS AND CAPABILITIES:

1. Three years of solid waste operations including one year of supervisory experience, or any equivalent combination of experience and training.
2. A thorough knowledge of solid waste, recycling and yard waste collection methods including specialized vehicles, containers, principals of collection routing, and management of customer education and service assurance programs.
3. Manages public services processes including right of way vacation requests, encroachment agreements, community events, parades, festivals, etc. Coordinates activities to ensure compliance with approved plans, traffic control, waste services and other required utility services.
4. Manage inventory programs including purchasing, bid processes and database management.
5. Facility and grounds maintenance management.
6. Represent the City of Anacortes in regional solid waste matters
7. Must possess excellent customer service skills and ability to act as an ambassador to the community.

8. Must work collaboratively with all other city departments and public works division heads.
9. Must be an excellent communicator orally and in writing.
10. 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, staff and general public.
11. Highly motivated and able to work independently, yet remain a member of a team.
12. Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
13. Skilled in analyzing situations, assessing alternative solutions and recommending an effective course of action.
14. Familiar with applicable laws, codes and permit requirements that govern public works operations and maintenance activities.
15. Proficient use of computer programs including Microsoft Office Suite.
16. Must have or be able to obtain a valid Washington State driver's license.

PHYSICAL

1. Ability to use a computer workstation for extended periods of time.
2. Ability to stand, work, and drive throughout the day.
3. 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 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 balance 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 for 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