

COUNTY OF SOLANO

PUBLIC WORKS OPERATIONS MANAGER

DEFINITION

Plans, organizes and directs the operations of the functions and activities of the Operations Division; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This is a single position class managing the construction, repair and maintenance of County roads, bridges and flood control facilities. The incumbent is also responsible for the safe and efficient operation of heavy construction equipment and the installation and maintenance of traffic signs and markings.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the department director.

Exercises supervision over supervisory and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Provides administrative oversight and policy direction for the division; develops administrative and operational policies in cooperation with other management personnel; ensures compliance with policies and procedures, safety rules and applicable regulations.

Reviews and evaluates services; directs and coordinates the activities of the division through subordinate supervisors.

Develops and monitors division budget; reviews and analyzes expenditures, budget and operating reports and makes recommendations to improve efficiency and cut costs; recommends capital expenditure for obtaining new equipment; approves requisitions for equipment, materials and supplies; reviews project reimbursement costs of the maintenance supervisors.

Directly supervises employees including subordinate supervisors; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Prioritizes and allocates resources; revises schedules and priorities in response to operating problems; consults with equipment management and maintenance personnel to improve production; reviews equipment repairs performed by County garage.

Develops long- and short-range plans for division operations and goals.

Represents the department at public meetings; directs the response to public inquiries and complaints.

Meets with and directs work for other agencies and County departments.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Extensive knowledge of road maintenance and construction methods and procedures.

Maintenance and operation of road construction equipment.

Geography of the County and County roads.

Jorgenson Maintenance Management System.

Material supply sources.

Cost and estimating methods.

Considerable knowledge of public administration including budgeting, program evaluation and supervision.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

Ability to:

Plan, organize and direct road maintenance programs and services.

Understand, interpret and explain laws, regulations and policies governing road maintenance operations.

Develop and implement operational procedures.

Identify and analyze administrative and operational problems and implement changes.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Prepares budgets, funding proposals and narrative and statistical reports.

Comply with the laws, regulations and professional practices governing road maintenance, services and operations.

Supervise the work of others involved in construction activities.

Maintain accurate records and document actions taken.

Research regulations, procedures or technical reference materials relating to road construction and flood control channel maintenance.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Five (5) years of progressively responsible road maintenance and construction experience that includes considerable supervision, budgeting and planning experience.

Education/Training:

Vocational technical training in road maintenance and construction.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical

effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

Director of Human Resources

Revised Date: February 2003

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