

State College Borough

Operations Manager, Public Works

Job Description



REPORTS TO: Public Works Director
ROLE & LEVEL: L3

DEPARTMENT: Public Works Streets
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Operations Manager is responsible for all department maintenance functions, including street and sewer maintenance, vehicle maintenance and in-house construction activities. The position involves administrative, technical and managerial skills in procuring equipment and materials, personnel management, evaluation of work methods, and expenditure control. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the maintenance and up-keep of all municipal streets, sewers, vehicles, and equipment, including preventive maintenance
- Monitors equipment and supplies and recommends repairs or replacement, when necessary
- Formulates, implements, and enforces policies regarding operations, employee conduct, work methods, and procedures
- Oversees scheduling of personnel and allocation of manpower and equipment to meet service demands most efficiently
- Appraises work methods and procedures and takes necessary steps in improving maintenance operations
- Controls expenditures of divisional appropriations; submits annual operating budgets for maintenance operations and accompanying justifications and description of need
- Oversees snow removal operations including snowplowing of streets, state highways, municipal parking lots and structures, and the business district parking meter areas
- Oversees media releases, emergency plans, and scheduling of work crews for weather events; coordinates with other departments and arranges for rental equipment as needed
- Stays abreast of any new developments in the market in terms of new equipment or better ways of utilizing existing equipment
- Prepares and supervises research for preparation of various reports and agenda items as required

State College Borough

Operations Manager, Public Works

Job Description



- Oversees procurement of all motor vehicles and public works equipment
- Serves as weekend/holiday duty supervisor on a rotating basis
- Serves as acting Public Works Director in his/her absence

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fleet, street, storm and sanitary sewer, operations, and snow removal operations, policies and practices
- Knowledge of project management and contract administration principles and practices
- Knowledge of and ability to read and write plans and technical drafting specifications
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and enterprise resource planning (ERP) financial software
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

State College Borough

Operations Manager, Public Works

Job Description



MINIMUM QUALIFICATIONS:

Bachelor's degree in management, engineering, public administration or related field; supplemented by six or more years' experience, including at least two years of supervisory or management experience; or an equivalent combination of education, certification, training, and/or experience. Must have training in National Incident Management System (NIMS) ICS-100: Introduction to the Incident Command System, ICS-300: Intermediate ICS for Expanding Incidents, and Confined Space. Must possess an Underground Storage Tank (UST) operator licence and a valid Pennsylvania driver's license with a CDL (Class B).

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

None

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Some tasks require manual dexterity, in addition to identifying and distinguishing colors. Tasks require oral communications ability.

**State College Borough
Operations Manager, Public Works
Job Description**



The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date