



PW OPERATIONS DIVISION MANAGER

Class Code: 611020
FLSA: Exempt
EEOC: Officials
Administrators
Bargaining Unit:
Unrepresented

Created Date: 12/06/2017
Revised Date: 10/20/2021

JOB SUMMARY:

PW Operations Division Manager plans and supervises the construction, installation, maintenance, and repair of public works facilities, systems, and related operations, staff and infrastructure operation and maintenance related to the assigned area of the following sections: drinking water sources, treatment, and distribution systems, water reservoirs; the operation and maintenance of wastewater treatment, Bio-Solids management, water reuse system for the Wastewater Treatment Plant, collections systems and lift stations; or street maintenance, fleet, and right of way maintenance.

SUPERVISION RECEIVED AND EXERCISED:

PW Operations Division Manager works under the general direction of the Public Works Operations Director. This position provides direct supervision to full and part-time employees in the assigned division, including seasonal and temporary employees.

EXAMPLES OF WORK:

- Provide general supervision to all division employees; set work standards; evaluate employee performance, counsel and work with them to correct performance
- deficiencies; effectively recommend or impose disciplinary action; respond to grievance step; recruit and maintain adequate staffing levels.
- Determine equipment and material needs and assure timely availability for projects. Research maintenance history and provide for adequate inventory of materials within budgetary limits, to respond to unanticipated occurrences.
- Facilitate the acquisition of materials, tools, and equipment based on need. Evaluate new equipment, procedures, and policies as they impact work assignment areas.
- Submit preliminary budget for assigned section(s). Monitor monthly expenses for assigned work teams and recommend large purchases of supplies.

- Design and implement contracts for a variety of services and repairs and monitor contractors for compliance. Communicate changes in programs, procedures or focus with subordinates.
- Assure safe working conditions including public safety and proper handling of equipment in work areas.
- Utilize technical knowledge to solve maintenance, repair or construction problems including the review, comment, and modification of plans. Participate in plan reviews.
- Plan, manage and evaluate the Wastewater Division operations, laboratory, industrial waste, maintenance, biosolids handling, reuse system and Storm Water permit. Ensure division and city compliance with Code of Federal Regulations, State Regulations, OSHA, and the City's Sewer Use Ordinance.
- Develop technical compliance documents as needed and obtains DEQ, EPA and city approval to implement documents. Documents include, but are not limited to, Sewer Use Ordinance, Local Limits, Enforcement Response Guide, Reuse Reports, Biosolids Reports, Sample Plans, Silver/Mercury Reduction Plans Safety Manuals, and QA/Clans.
- Work with other agencies and community citizens of the goals, priority, and status of maintenance activities, schedules, and impact of maintenance projects neighborhood activities. Respond to citizen inquiries concerning service problems, identify the source of the problem, advise citizens of recourse to resolve the concerns.
- Maintain records of projects and routine maintenance including the activity of work teams, costs, time, and technical matters such as specifications, drawings, changes and updates.
- Maintain up-to-date knowledge of trends in public utility construction methods, materials, and equipment.
- Prepare reports, memos, and correspondence. Upgrade maps and keep current with changing technology as it applies to assigned area.

MINIMUM QUALIFICATIONS:

Experience and Training:

Associate degree in engineering, water, wastewater technology or construction technology related field of study and five (5) years of progressively responsible experience in public works construction and maintenance, including 2 years of supervisory or team lead experience, or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job.

Other Requirements:

- Valid Oregon class C driver's license and the ability to meet the City of Woodburn's driving standards.
- Must pass the pre-employment background check.

Depending on area of assignment certifications, position may be required to obtain additional certifications as required to maintain the specific area of assignment in the Public Works Department such as:

Oregon class A driver's license with tanker endorsement
 Traffic control - Flagging Certification
 Competent Person training for Trenching and Excavating
 Confined space training
 Pesticide Application License issued by the State of Oregon
 Road Scholar Certificate issued by the State of Oregon
 Class 3 Water Distribution
 Class 2 Treatment
 Wastewater Treatment level IV
 Cross connection

Preferred Qualifications

- Budget management experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- Methods and techniques of general construction, maintenance and repair related to public works.
- Principles of maintenance management sufficient to put together proactive programs, establish standards, and review performance of teams and individuals.
- Policies, procedures, and laws governing work and scope of service.
- Inspection, servicing, repair, or replacement methods used in streets, water distribution systems, or storm drain and sanitary sewer systems.
- Operating characteristics and proper use of equipment and tools used in the maintenance and repair as assigned public works systems, including medium to heavy machinery, sufficient to train others and observe safe and best practice.
- Occupational hazards and safe work practices sufficient to conduct training and observe work behavior in the field.
- Personal computers, common desktop software, and specialized mapping programs. Math skills to prepare cost information for budgets, record distances, and volume measurements.
- Human relation skills to work as part of a team, review performance, resolve conflicts, conduct training, and demonstrate courtesy to customers.

PHYSICAL REQUIREMENTS:

Work is performed in all weather conditions; must be willing and able to work in all types of weather, temperature etc., sufficient clarity of speech and hearing or other communication capabilities, vision or other powers of observation, daily standing for prolonged periods; occasional lifting, moving and carrying of objects over 50 pounds; stoop, bend, turn, twist, crouch, reach, crawl, kneel, climb or balance. Work involves considerable direct contact with the public.

This is intended to be illustrative of the classification level and not intended to list all duties typically assigned to this classification. Employees may do all or some of the listed duties, or other related duties. The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. It is as well intended to be compliant with the Americans with Disabilities Act.