



TOWN OF SURFSIDE OPERATIONS MANAGER

DEPARTMENT: PUBLIC WORKS

EXEMPT

GENERAL DESCRIPTION:

Performs a variety of professional administrative and managerial duties in assisting the Public Works Director and Assistant Public Works Director. Serves as acting Public Works Director in the absence of the Public Works Director and Assistant Public Works Director. The position requires coordination and implementation of a variety of public works projects. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures and the Town operations.

ESSENTIAL JOB FUNCTIONS:

1. Performs analytical review of operational procedures, recommending appropriate goals and objectives; implements approved policies and procedures.
2. Provides complete oversight of all Public Works Department operational divisions / functions which are utilities; sanitation; fleet management; custodial and maintenance.
3. Coordinates work schedules with all division supervisors.
4. Coordinates with all division supervisors, all capital improvement projects to meet the Departments' fiscal year objectives.
5. Ensures compliance documentation is collected from the field and provides to the Assistant Public Works Director for regulatory compliance purposes.
6. Assists with Human Resources related matters when requested.
7. Operates equipment as necessary.
8. Provides supplemental support and coordination of staff for various projects and scope of works.
9. Maintains daily records of operations and consolidate in a weekly report to be submitted to the Assistant Public Works Director on a weekly basis for reporting.
10. Manages various Town contractors and provides direction as needed.
11. On-call for off hours emergency needs.
12. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations and Planning.
13. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of all phases of public works, facilities maintenance, property management, sanitation, and streets and drainage.
- Knowledge and ability to prepare work schedules.
- Knowledge of the equipment, tools and supplies required to accomplish all operations.
- Knowledge of personal computers.
- Knowledge of Codes and Statues.
- Ability to communicate and present information clearly, and to deal with the public relations in an effective, courteous, and tactful manner.
- Ability to establish and maintain effective working relationships with contractors, architects, Town employees, Town officials, and the general public.
- Ability to plan, direct and coordinate a wide range of public works systems and activities.
- Ability to supervise a large number of employees through divisional supervisors.
- Ability to create a positive image to the public relative to public works programs.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

A High School Diploma, GED or equivalent supplemented by a minimum of three (3) years of supervisor experience in Public Works and / or related field.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid motor vehicle operator license preferred.

Water Distribution Operator Level I required; Level II is preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Light lifting and carrying (under 50 lbs.).
- Reaching.
- Pulling.
- Pushing.
- Walking.

- Standing.
- Kneeling.
- Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and outside in various weather conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 01/21/2021; 10/20/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____