

## CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
<b>Position Title:</b> City Operations Manager	<b>Department :</b> Public Works	
<b>Reports to:</b> Public Works Director	<b>FLSA Classification :</b> Exempt	
<b>Career Ladder:</b> Director	<b>Pay Grade:</b>	Approval Date:06/20/06

**POSITION SUMMARY:**

Provide management for the personnel and technical administration of the Sanitation Division Enterprise, Shop Division Franchise, Streets Division and Public Transit Division (Dial-A-Ride) operations, as well as Emergency Preparedness (Homeland Security) function. With a strong emphasis on leadership, motivation, teamwork and safety, effectively perform the management tasks for these five Divisions within the Public Works Department. This position provides effective interaction with the general public and the other Divisions and Departments within the City operation. This position also provides technical support and manager level input to the Public Works Director.

**CLASS CHARACTERISTICS:**

This position is the Management level classification for the Sanitation Enterprise, Shop Franchise, Streets Division and Public Transit Division operations as well as Emergency Preparedness functions and requires technical knowledge and competency in the management of the resources, equipment and employees of these Divisions. This classification is differentiated from the supervisor positions in these Divisions by the requirement of management, training, technical knowledge and administration requirements. The independence exercised by this classification is limited by the established guidelines, procedures, and direction from the Public Works Director and/or City Manager.

**ESSENTIAL RESPONSIBILITIES:**

Provide the management and technical knowledge to effectively operate the afore mentioned Divisions. Accept the responsibility for the safe and efficient operation of these Divisions.

Develop and submit Federal, State, County and Local technical reports. Correlate and track empirical data for the efficient operation of these Divisions. Track the application and effectiveness of the City Safety Program for these Divisions. Effectively utilize the City Fleet Management software and personal judgment and established criteria to determine sound management decisions regarding the repairs and maintenance of the City rolling stock fleet. Work directly with the staff of Division supervisors in the management of the various operations

Participate in the selection, management, training, and evaluation of personnel assigned to these Divisions. Effectively motivate employees under the management of this position with the appropriate application of awards, discipline, and acknowledgement. Periodically review assigned employee performance and work activity and interaction with other City employees as well as the general public. Assure that the assigned employees are instructed in and are effectively applying established safe work

practices. Assist in the scheduling and providing of safety meetings. Assure the proper completion of all accident and injury reports for these Divisions.

Effectively manage the City Terminal Facility including the Sanitation Truck Parking area, Shop facility and Transit Transfer Station, assuring their safe, healthful and efficient operation.

Enforce City rules and regulations as they pertain to the operation of City vehicles and equipment.

Effectively interact with the California Motor Carrier Inspector to ensure a satisfactory Terminal rating.

Provide personal input for the Management Staff as a member of the Public Works Director's management team. Attend all Staff meetings and training sessions.

Represent the City at local, County and State meetings as they pertain to these Divisions.

Work closely and effectively with other Division Managers and City Staff in a courteous and positive manner.

Perform Emergency Response Duties as assigned to support the City's EMERGENCY RESPONSE PLAN.

Effectively coordinate and administer the City's EMERGENCY PREPAREDNESS PLAN and interact with County and State agencies in the performance of the related duties thereof.

Effectively represent the City to the general public in a courteous and professional manner.

May perform other work as assigned

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#### **MINIMUM QUALIFICATIONS:**

**Knowledge of** – Modern management practices and Modern Fleet Management practices. Correct and effective use of oral and written English. Basic record keeping principals with strong computer skills.

**Skilled in** – Maintaining accurate records and files. Preparing clear and concise reports. Establishing and maintaining effective working relationships with those contacted in the course of daily duties. Communicating tactfully and effectively with the general public as well as co-workers. Using initiative and independent judgment in making sound operational decisions within the procedural and established guidelines.

**Ability to** -. Pass a comprehensive background investigation, required medical/physical examination, and any subsequent examination that may be required. Safely and effectively drive assigned City Vehicle. Maintain sound client relationship with those served by these Divisions to foster satisfaction with services provided. Communicate clearly and concisely in oral and written English. Work cooperatively with others. Learn City street locations and patterns as they pertain to the operation of these Divisions. Read, understand and effectively apply relevant department procedures, practices, and regulations. Follow oral written instructions. Interact effectively, respectfully and sensitively with members of the general public under normal as well as adverse circumstances.

**Licenses and Certificates** –. Possess a Class 'B' Commercial California Drivers License with an overall driving record acceptable to the City.

**Physical Abilities and Work Environment** – Possess the ability to drive a motor vehicle. The employee must be able to sit for lengthy periods of time in the performance of office tasks and in the attendance of meetings. Stand, walk, stoop, bend, crouch, kneel, push, pull, and lift up to 50 to 75 lbs. Have manual dexterity to use keyboard equipment.

**Other** – Bilingual fluency in English and Spanish is desirable.

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**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – Six years of management experience in any combination of; personnel, fleet operations management, public or private transit system management, repair shop operations management, public or private sanitation services management, knowledge and experience related to NIMS/SEMS Procedures and practices or any other experience deemed relevant and/or equivalent by the City.

**Education** - Graduation from an accredited college or university with a Bachelor's degree in Automotive Technology, Business or Public Administration, Civil Engineering or closely related field.

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**ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date