

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Public Works Operations Manager
DEPARTMENT: Public Works
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs management level work in support of the Public Works Department. Responsible for the daily operations of the Public Works Department, which includes the Facilities, Landscaping, Parks, and Transportation Divisions. Work is performed under direction with considerable latitude. Position manages a team of associate or technical employees through subordinate supervisors or a team of professional employees. Position is primarily focused on managing other people. Position requires an extensive depth of expertise and knowledge in Public Works that can be used to develop efficient and innovative ways to accomplish the City's 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 classification. 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.

- Manages daily operations of the Public Works Department including Facilities, Parks, Transportation, and Landscaping Divisions
- Schedules and prioritizes day to day operational work assignments
- Supervises staff, including hiring, evaluating, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Manages day to day operations and assists the director in planning, organizing, and directing programs and functional responsibilities of the department
- Administers solid waste/recycling contract and supervises intern(s) and other contract administrators
- Develops, implements, and manages programs instituted by the Department.
- Prepares annual budgets, monitors expenditures throughout the year, and prepares fund transfers as needed
- Researches grant opportunities, prepares and submits grant applications, and administers grant awards
- Evaluates operational processes for effectiveness and efficiency, prepares reports, and makes recommendations for improvement as needed
- Responds to emergencies 24 hours per day

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- Represents the City or Department on various committees and at external or internal meetings
- Approves purchases and payments
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, construction management, engineering, public administration or related discipline; supplemented by five (5) or more years' experience in public works related operations; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license and Occupational Health and Safety Administration (OSHA) safety certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of Public Works operations, programs, and methods
- Knowledge of government financial programs
- Knowledge of work order processes and applicable information technology system
- Knowledge of occupational safety and health standards
- Knowledge of the methods and practices of construction management
- Basic knowledge of construction law
- Advanced skill in Microsoft Office products (Word, Outlook, Powerpoint, and Excel) and government financial programs
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of various weight (up to 50 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may

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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 conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City 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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date