



CLASS SPECIFICATION

Class Title: Assistant Operations Manager
Department: Public Works
FLSA: Non-exempt

Class Code: 2207
Grade: 20
Eff. Date: 03/13/2023

GENERAL PURPOSE

Under general supervision from the Operations Manager, performs supervisory and skilled heavy equipment operation and construction work for the Public Works Department. In the absence of the Operations Manager, performs administrative duties in planning, implementing, and supervising the activities of the road and storm channel maintenance operations.

EXAMPLE OF DUTIES

Supervises and directs flood control work crew in cleaning and maintaining flood channels, debris basins, drainage ditches, and other flood control projects; coordinates with other County workers in accomplishing flood control assignments.

Guides and assists the heavy equipment operator in the repair and maintenance of County roads, providing personnel and equipment when needed; schedules work details and assigns crews to projects on a daily basis.

Determines condition of unincorporated roads; conducts road surveys; determines best repair scheme from road surveys and recommends repairs to the Operations Manager. Conducts sign surveys to ensure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).

Investigates complaints from county residents to determine appropriate actions to repair deficiencies in County streams, floods channels, or unincorporated county rights of way. Where County responsibility does not apply, notifies responsible party of complaints.

Coordinates with the Operations Manager on construction and maintenance assignments; assists with planning budgetary requirements; may assume additional supervisory responsibilities in the absence of the Operations Manager.

Operates a variety of heavy equipment in the performance of construction and maintenance projects including (but not limited to) dozer, grader, excavator, loader, truck, etc.; performs pre-trip inspections on all vehicles and equipment; reports mechanical problems to the vehicle maintenance staff for shop repairs.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school or equivalent, plus four (4) years of experience with heavy equipment, including at least one (1) year of lead worker duties; or an acceptable combination of education and experience. Preference for experience performing road planner duties (i.e., road surveys, sign surveys and installation). Preference for experience in excavation permitting and inspections.

2. Special Qualifications:

Must possess and maintain a valid Class A Utah Commercial Driver license and a DOT Medical Card.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: Manual on Uniform Traffic Control Devices; heavy equipment operation practices and procedures; standard practices, methods, tools and equipment used in highway/flood control construction, maintenance, repair and snow removal work; safe operation and basic maintenance of trucks of various weights; inspecting and maintaining equipment; County and departmental policies and procedures.

Skill in the operation of heavy equipment common to the work performed in road and storm channel maintenance operations.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign and supervise the work of others; train new employees; understand and comply with requirements in the MUTCD; install traffic control signs in accordance with the MUTCD; read, understand and follow blue prints; perform heavy manual labor; use a two-way communication radio; follow oral and written instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**