



CLASS SPECIFICATION

Class Title: Operations Manager
Department: Public Works
FLSA: Exempt

Class Code: 817
Eff. Date: 01/03/00
Grade: 26
Revised: 11/15/17

GENERAL PURPOSE

Under general supervision from the Public Works Director, performs administrative duties in planning, implementing, and supervising the activities of the road and storm channel maintenance/construction operations in the Public Works Department.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Acts in the absence of the department director.

Coordinates with Public Works Director on construction and maintenance assignments; supervises Crewleaders and assists in monitoring and evaluating crew workers.

Makes personnel decisions within the operations and vehicle maintenance divisions including hiring, training, project assignments, performance evaluations, and scheduling workloads.

May assist with developing and implementing department policies.

Researches historical documents and Federal Emergency Management Agency maps on County flood control projects; researches, updates, and creates maps for all existing flood control easements, structures, and drainage channel features of the Davis County storm drainage system; creates maps using County aerial photos and GIS data. Compiles and interprets regulatory rules and guidelines.

Manages construction projects for department facilities, including shops, office buildings, roads, bridges, parking lots, and flood control facilities such as culverts, piping systems, and channels. Works with the Assistant Operations Manager, Crewleaders, Equipment Operators, and laborers to construct and maintain roads, to clean and maintain flood control facilities, debris basins, drainage ditches, and to complete other projects. Coordinates with other county workers to ensure proper completion of projects.

Works with the Vehicle Maintenance Supervisor in maintaining department vehicles (light and heavy duty equipment) and vehicles for other County departments. Ensures proper checks and services of County equipment; reports mechanical problems for shop repairs.

Assists in the design of roads, channels, bridges, pipelines and other flood control related facilities using AutoCAD, County aerial photography, and GIS data. Assists in the preparation of construction specifications, bid documents, work orders, and agreements. Reviews, processes, and issues road right-of-way excavation permits and inspects the related work in the unincorporated county area through its completion and warranty period.

Conducts field surveys, operates levels and GPS equipment, and transfers gathered data to electronic files and drawings. Performs calculations, prepares field notes, sets survey stakes and monuments; creates maps and drawings for reproduction and distribution.

Provides survey controls to establish location and elevation of County properties, flood control facilities and roads using GPS, levels, and Total Station equipment. Assists and works with the County Surveyor and Property Manager to establish property line control and prepare legal descriptions for easements and properties.

Assists in the preparation of the department's budgets and monitors and approves division purchase requests and expenditures.

May assist with operating heavy equipment in the performance of construction and maintenance projects such as bulldozer, backhoe, grader, sander, roller, front-end loader, dump trucks, etc. May use a variety of tools and equipment in performing manual labor such as loading and unloading trucks, trimming trees and bushes, cleaning storm drains and repairing fences.

Oversees the department's safety program; develops safety policies and procedures; directs and oversees department's safety committee; conducts and directs monthly safety meetings.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Bachelor's degree from an accredited college or university in construction management, civil or environmental engineering, or a closely related field, plus six (6) years of experience in public works administration, road construction, engineering or a related field, one (1) year of which must have been in a supervisory capacity. An acceptable combination of education and experience may be considered.

Preference for computer-aided drafting experience.



CLASS SPECIFICATION

2. Special Qualifications:

Must possess, or obtain within six months of hire date, a valid Utah Class B Commercial Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: construction methods and inspections; heavy equipment operation practices and procedures; AutoCAD drafting software; basic algebra and geometry principles and adaptability to higher math skills; surveying and engineering principles including the use of instruments and terminology; construction surveying. Working knowledge of: equipment maintenance; standard practices, methods, tools and equipment used in highway/flood control construction, maintenance, repair; snow removal work.

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: efficiently operate applicable computer hardware and software; read and interpret construction plans, maps, and survey field notes; perform complex math computations; train new employees; assign, supervise, and evaluate the work of others; perform heavy manual labor; follow oral and written instructions; communicate effectively (orally and written); establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.