# IVINS CITY JOB DESCRIPTION

# PUBLIC WORKS ASSISTANT DIRECTOR OF OPERATIONS

| | | |
|---|---|---|
| **DEPARTMENT:** | **PUBLIC WORKS** | **FLSA: NON-EXEMPT** |
| **DIVISION:** | **OPERATIONS** | **REVISED: 6/2015** |

## GENERAL PURPOSE:

Assists the Public Works Director through management of field operations and maintenance of public works facilities, equipment, and supervision of Public Works Field Operators.

## SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Director.

## SUPERVISION EXERCISED:

Provides direct supervision to all Public Works Operators; conducts performance reviews for same; has limited authority to discipline Public Works Operators up to a written warning; participates in interview process, and makes recommendations to the Public Works Director regarding the hiring of Public Works Operators; and makes recommendations to the Public Works Director regarding more severe forms of discipline up to and including termination of Public Works Operators.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Supervision – Provides direct supervision of public works field operators, identifies daily tasks, identifies priorities, setup maintenance schedules,
2. Administration – prepares various reports, coordinates tasks, prepares standard operating procedures, evaluates and analyzes equipment needs and costs, and other administrative tasks as assigned.
3. Operations and Maintenance – Supervises and manages the following:
    a. Streets –operations and staff maintenance of streets, management and storage of construction materials, asphalt repairs and replacements, concrete repairs and replacements, and establishing work site safety zones.
    b. Water –operations and staff maintenance of water systems including, water mains, services, valves, pump stations and reservoirs. Supervise and manage installation of water system improvement projects when needed.
    c. Storm Water –operations and staff maintenance of storm drain systems including, pipelines, inlets, manholes and detention basins.
    d. Sewer –operations of and maintenance of sewer systems including pipelines, manholes and service connections.
    e. Public Works Building and Yard –operations and maintenance activities at the public works building and yard, managing pollution prevention, ensuring good housekeeping,

theft protection and efficient storage and handling of construction materials, supplies, and equipment.

4. Emergency Response – responds to city disasters or emergencies as needed such as flooding problems, water system breaks, sewer backups, or other emergencies involving public works.
5. New Construction – as assigned by Public Works Director, provides inspections, reviews plans to ensure optimal operational performance and avoidance of maintenance problems, and participates in construction coordination meetings for new construction projects.
6. Performs other duties as assigned.

## QUALIFICATIONS:

Special Qualifications:

1. Must have a valid Utah Driver's License.
2. Must have a valid CDL license or obtain one within six (6) months of hire.
3. Must have current Water/Collection System Certificate as determined by population, or obtain same within one (1) year from date of hire. At current (2015) population levels this is a Collection Grade II Wastewater Operator and Distribution Grade III Water Operator.
4. Must be willing and able to periodically be on-call and/or subject to call 24/7.
5. Must either reside in Ivins City or within 30 minutes of Ivins City limits.

Education and Experience:

1. Must have a high school diploma or equivalent.
2. Seven (7) years of Public Works operations experience, including streets, water, storm water and sewer maintenance.
3. Five (5) years of experience supervising public works crews and/or operations experience.

Knowledge:

1. Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. Chemical – Knowledge of the proper use and application of fertilizers, herbicides, and insecticides.
3. Computers/Office Machines – Knowledge of proper use of computers and office machines.
4. Math – Knowledge of arithmetic, algebra, geometry, and their applications.
5. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
6. Budgeting – Knowledge of budgets for public works, including the participation in the preparation and management of budgets for public works budgets.
7. Personnel Management – Knowledge of personnel management, including proper methods for hiring, motivating, developing, directing and disciplining personnel.

Skills:

1. Equipment Selection – Determining the appropriate tools and equipment needed to do a job.
2. Equipment Maintenance – Performing routine maintenance on equipment, ~~and~~ determining when and what kind of maintenance is needed, and compiling documentation on maintenance performed.
3. Equipment Operation – Skilled in using public works maintenance equipment such as backhoe, trenching equipment, loader, dump truck, mower, tractor, road grader, jackhammer, compacting equipment, common power and hand tools, etc.
4. Time Management – Managing one's own time and the time of others.

5. Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
6. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
7. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
8. Speaking – Talking to others to convey information effectively.

Abilities:

1. General – Talking, hearing and seeing are essential to the performance of the job; common eye, hand, finger dexterity are also required.
2. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
3. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
4. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
5. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms and/or legs.
6. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
7. Plan Interpretation – The ability to read and interpret city ordinances, safety manuals, plans, drawings, specifications, and standards.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
10. Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.

**WORKING CONDITIONS:**

1. Moderate to heavy physical activity; requires frequent walking, standing, digging, stooping, bending sitting, and/or reaching; lifting, pushing and/or pulling of moderate weights, occasionally over 100 pounds.
2. Will have occasional exposure to unknown materials.
3. Required to work outdoors in desert climate.
4. Moderate exposure to stress as a result of human behavior.

---

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.