

CITY OF BEAVERTON

Public Works Manager 3

General Summary

Plan, direct and coordinate the overall activities for assigned Operations Division programs. Work closely with other departments as well as special districts and/or other public and private agencies regarding public works projects. Coordinate work with contractors relative to public works projects.

Key Distinguishing Duties

Overall responsibility for managing programs and staff of at least two Operations Divisions sections. Positions in this classification receive general oversight and direction from the department director.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage at least two sections in the Operations Division of the Public Works Department. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Public Works Department management team. Evaluate performance and program effectiveness to ensure compliance with federal, state, regional and local regulations. Recommend action for improvement as appropriate. Prepare requests for proposals and authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Coordinate and review private contractor and in-house design plans for projects for compliance with codes, standards, and operational needs.
4. Prepare, recommend and monitor budget for sections.
5. Develop work plans, timelines, schedules and resource allocations for assigned projects. Monitor progress to ensure objectives are met. As part of the management team, develop long-term plans and strategies for the Operations Division.

6. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
7. Produce an acceptable quantity and quality of work that is completed within established timelines.
8. Provide direction and set standards for excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Represent the division/department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
10. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards. Investigate accidents and incident reports and take corrective action.
11. Participate in the City's Emergency management program including classes, training sessions and emergency events.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Follow standards as outlines in the Employee Handbook.
14. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices, principles and techniques required to manage assigned sections.
- ◆ Expert knowledge of the laws, regulations, ordinances and codes governing assigned sections.
- ◆ Advanced knowledge of tools and equipment used in assigned sections.
- ◆ Advanced knowledge of safety practices and procedures related to assigned sections.
- ◆ Advanced knowledge of practices and principles of public/business administration and decision-making related to assigned sections.

- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to assigned sections.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Accurately comprehend maps, blueprints and equipment instruction manuals.
- ◆ Successfully manage a budget.
- ◆ Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Effectively demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Coach employees effectively on excellent internal and external customer service skills.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Develop and deliver effective presentations that may include technical information.
- ◆ Advanced ability to use word processing, spreadsheet and other programs as required for position.
- ◆ Properly and effectively use a keyboard, mouse or similar device.
- ◆ Traverse uneven terrain.
- ◆ Position oneself in a particular spot for prolonged periods.
- ◆ Access small and or confined spaces.
- ◆ Lift and move up to 90 pounds.
- ◆ Attend meetings or activities outside of normal working hours as necessary.

Minimum Qualifications Required for Entry

Bachelor's degree in business or public administration, or a field related to work assignment and 10 years' experience in public works operations including 3 years in a supervisory role and experience managing capital improvement projects, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Employees in this classification are required to possess a valid driver's license and meet the City's driving standards.
- ◆ Some positions in this classification may be required to possess a CDL-B with air brake endorsement.
- ◆ Depending upon assignment, the Oregon Department of Health Services Water Treatment Level 1 and Water Distribution Level 4 certificates are required.
- ◆ Depending upon assignment, the Oregon Department of Environmental Quality Class IV Wastewater Collection Certificate required.

Working Conditions

Regular focus on a computer screen; occasional work outdoors in all types weather conditions and around traffic; work during emergency conditions outside of normal working hours as required; occasional exposure to hazardous chemicals, vibration, fumes, and high noise levels; occasional dealing with distraught or difficult individuals; daily operation of a motor vehicle on public roads.

Classification History

New classification created 11/06: Operations Manager 3
New classification title 1/1/09: Public Works Manager 3
Revised: 1/2009, 2/2010, 4/2015
Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date