



# Operations Manager

## Town of Raymond

<b>Department:</b>	Public Works
<b>Division:</b>	Administration
<b>Reports to:</b>	Director
<b>Peer Group:</b>	3 Tier 1
<b>FLSA Status:</b>	Exempt

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **General Summary:**

This is highly responsible, administrative and professional work involving the coordination of all public works activities, with supervisory responsibilities as assigned by the Director of Public Works.

### **Supervision Received:**

Work is performed with independence under the direction of the DPW Director and is reviewed through conferences, reports and program results.

### **Supervision Exercised:**

Assist the Director with monitoring the follow-through, implementation and execution of tasks assigned to the Public Works employees.

### **Essential Job Functions and Responsibilities:**

- Assists the DPW Director with the planning, coordination, direction and supervision in a wide variety of construction, maintenance and operating tasks; studies departmental organization, personnel distribution and project requirements to affect most efficient and economical utilization of facilities, personnel and equipment.
- Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety requirements and other pertinent matters.
- Assists in the planning and preparation of annual budgets and tracks budget expenditures.
- Participates in the selection, placement, promotion, training, development, safety, discipline and appraisal of subordinate employees.
- Ensures administrative and safety policies for the Department are being followed.
- Assist with winter maintenance operations as needed.
- Meets with vendors, contractors and Federal, State, Regional agency officials to discuss current and proposed work.
- Schedules and prepares specifications and bid packages (RFP's).
- Fosters a working environment by example and encouragement, which promotes teamwork, trust and respect among employees.
- Attend any other meetings as required and pertinent to the job functions of the Department.
- Manages the mandatory CDL Drug and Alcohol Testing program.
- Organizes and implements the annual Household Hazardous Waste Collection Day.
- Assists in the organizing and directing through subordinates the maintenance and repair of roads, buildings, vehicles and equipment, water systems, traffic signs, sidewalks, and landscaping activities.

- Receives, investigates, and resolves resident complaints and works with the Department staff and DPW Director towards resolution.
- Will be the 'back up' for all general administrative duties, including processing bills, approving payroll and time off requests, processing quarterly water billing, and reviewing and responding to correspondence.
- Performs related work as assigned.
- It is expected during short-term absences of the Director (up to 14 calendar days), that the Operations Manager will become the acting DPW Director without additional compensation. For absences longer than 14 calendar days, the PWA will receive a temporary increase of pay in an amount to be determined by the Town Manager.

**Qualifications Preferred:**

- Associate degree from an accredited institution stemming from courses in areas such as Administrative Supervision, Public Administration, or Civil Engineering, OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities noted above.
- Previous experience in a municipal office.
- CDL-A / B License

**Desirable Knowledge & Skills:**

- Effective communicator, computer literate, knowledge of office software. Procurement of services, contract management, Department budgeting. Asset management and GIS.
- Considerable knowledge of the methods, materials and equipment common to public works operations. Must be well organized and able to prioritize tasks as well as have the ability to efficiently and at times independently multi-task, manage multiple areas of responsibility with overlapping deadlines.
- Ability to give clear oral and written direction.

**Summary of Occupational Exposures:**

Possible exposure to fuels, lubricants, solvents, and other fluids as well as dirt, dust, grease, refuse, and other disagreeable materials; exposure to minor injuries such as cuts and bruises, exposure to long periods of sunlight; poisonous plants, and insects and bees.

**Working Conditions:**

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, sustained posture in a seated position for prolonged periods of time. Strenuous physical effort demanded in heavy lifting (see below), sometimes under hazardous road conditions, in varying weather conditions.

**Physical Activity Requirements:**

<b>Lift:</b> up to 10 lbs.: Frequently Required; 11-25 lbs.: Frequently Required; 26-50 lbs.: Frequently	<b>Bending:</b> Frequently Required.
<b>Carry:</b> up to 10 lbs.: Frequently Required; 11-25 lbs.: Frequently Required; 26-50 lbs.	<b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
<b>Push/Pull:</b> Frequently Required.	<b>Twisting:</b> Frequently Required

**Sensory Requirements:**

<b>Talking:</b> Necessary for communicating with others
<b>Hearing:</b> Necessary for receiving instructions and information
<b>Sight:</b> Necessary for performing job effectively

**EEO Statement:** *The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

**Signatures:**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_