

CITY OF MILWAUKIE

CLASSIFICATION: OPERATIONS SUPERVISOR

Department: Public Works
Location: Johnson Creek Blvd.
EEO Category: 7 – Skilled Craft

Grade Number: 15(25)

FLSA: Exempt
Management, Supervisory Confidential Group

DESCRIPTION:

Performs a variety of supervisory, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, waste water, street, and storm water facilities and systems.

This classification works under the supervision of the Operations Director. Exercises budget responsibility for the respective division.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES: Any one position may not include all of the duties listed depending upon the area assigned (streets, storm water, waste water, or water).

1. Provides leadership through planning, organizing, directing and supervising all activities of the respective division to achieve goals within available resources related to waste water, storm water, water or streets. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress in installing new water and waste water lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and waste water collection, drainage Systems. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the division budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Plans, schedules, and implements maintenance, and operation and construction activities designed to provide quality water, sanitary sewer, street and storm water service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.
5. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, waste water collection, and storm drainage systems and other division facilities. Coordinates use of equipment and supplies with other divisions.
6. Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir, meters, streets, storm water systems and waste water system at frequent intervals to insure that all aspects of

**OPERATIONS SUPERVISOR
PAGE 2 OF 5**

the systems are functioning properly.

7. Purchases needed supplies for the division and maintains a variety of records relating to personnel, budget, equipment, supplies, water consumption, worker productivity, and other reports.
8. Advises Operations Director and Engineering Director and other city officials in matters relating to division activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services.
9. Responds to emergency situations and complaints regarding water leaks, pressure loss or no water; waste water back-ups, flooding and storm water issues, street conditions, etc. evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate utility crew, if necessary.
10. Oversees the safety of assigned maintenance workers by ensuring instruction of individuals in proper safety procedures and monitoring work in progress.
11. Analyzes and projects the needs of the city for equipment, roads, sidewalk and materials for completion of the same. Analyzes annual operating costs, develops and recommends division budget. Assists Engineering with development and implementation of capital improvement projects. Informally makes recommendations regarding long-range operational plans.
12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
14. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) High school diploma or GED required prefer associates degree in related field;
or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) At least five (5) years of experience relating to the construction, repair and maintenance of water, waste water, street, or storm water drainage systems including the operation of related maintenance equipment inclusive of at least two (2) year of supervisory experience or equivalent training; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water treatment and distribution systems, waste water collection systems, storm water drainage systems, and street systems.
- ii) Thorough knowledge of pipe installation, connection and repair.
- iii) Thorough knowledge of road construction and maintenance.
- iv) Knowledge of maintenance construction and repair methods and procedures used in assigned area.
- v) Knowledge of safety practices and procedures applicable to area of assignment.

OPERATIONS SUPERVISOR
PAGE 3 OF 5

- vi) Knowledge of safe and effective operating practices of light and heavy equipment used in assigned area.
- vii) Knowledge of management and supervisory practices and principles.
- viii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- ix) Knowledge of traffic systems, signs, and signals, techniques of flagging and traffic control.
- x) Knowledge of pumps and pumping systems and water distribution systems.
- xi) Skill in operation of the listed tools and equipment.
- xii) Skill to effectively supervise and motivate staff.
- xiii) Ability to operate and maintain equipment and power tools used in public works maintenance operations.
- xiv) Ability to perform heavy manual work under confined and uncomfortable conditions.
- xv) Ability to determine appropriate resources needed for a project and to direct the work of others.
- xvi) Ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners;
- xvii) Ability to interpret construction plans.
- xviii) Ability to develop goals and long range planning for department.
- xix) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- xx) Ability to prepare and analyze comprehensive and technical reports.
- xxi) Ability to manage multiple projects often within tight timeframes.
- xxii) Ability to establish and maintain effective working relationships.
- xxiii) Ability to work as a team member and to cultivate a team climate.
- xxiv) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License with a Class B endorsement.
- b) Must be able to pass the department's security clearance standards including review of driving record.
- c) Must obtain OSHA Confined Space and Competent Person Certification, and Traffic control certification within six (6) months of hire.
- d) Certifications are required depending on assignment, i.e., State of Oregon Water Distribution III, Backflow Inspection, Water Treatment I, or Wastewater Collection III and some erosion control classes within 6 months of hire.

4. **Tools and Equipment Used:**

- a) May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, combination machine, street sander, roller, paving equipment, sewer equipment, GPS equipment, combination machine, hydro cleaner, air compressor and variety of other hand tools.
- b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

5. **Supervision:**

OPERATIONS SUPERVISOR
PAGE 4 OF 5

- a) This position has full scope of supervisory responsibility over assigned staff.
- b) Operates under the general direction and supervision of the Operations Director.

6. **Communications:**

- a) Has frequent contact with staff, contractors and citizens.
- b) Moderately complex communications occur occasionally with professional service firms, customers, and other governmental entities

7. **Cognitive Functions:**

- a) Work is performed highly independent with little direction. Some policies/procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

Work is occasionally monitored with minimal supervision. There is a moderate level of existing structure. Problems are of moderate difficulty with precedent often available. The major responsibilities and essential functions, guided by Council goals and budget work plans, involve a moderate degree of complexity such as compliance with a myriad of federal and state rules and regulations for construction, maintenance, operation of systems. Creativity and innovation are occasionally required. Errors could result in liability to the City for hazards or regulatory noncompliance.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals.
- e) General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however persons in this classification are called out in emergency situations at all hours.

9. **Resource Accountability:**

- a) Positions in this classification have moderate influence over a high resource value including annual operating budget, annual capital budget, supplies and materials inventory, databases and contracts.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**OPERATIONS SUPERVISOR
PAGE 5 OF 5**

Adopted: 04/01/96
Revised: 11/30/04