

# CITY OF MILWAUKIE

## **CLASSIFICATION: OPERATIONS DIRECTOR**

Department: Community Development/Public Works  
Location: Johnson Creek Blvd.  
EEO Category: 1-Officials & Administrators

Grade Number: 21(31) FLSA: Exempt  
Management, Supervisory Confidential Group

## **DESCRIPTION:**

Plans, directs and administers all activities related to the Public Works Operations including: water, waste water/storm water drainage, streets, fleet and facilities divisions. Has responsibility for the oversight and maintenance of the City's infrastructure. Coordinates the activities within these work groups and activities with other City departments, members of the public and outside agencies. Works closely with the engineering department, planning and building to coordinate activities in order to achieve the operational goals of the City.

This position works under the general supervision of the Community Development/Public Works Director. As a member of the Department Director team, this position has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Department.

## **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:**

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to Public Works and Operations. 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. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department 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. Coordinate with engineering, planning, and building providing review and recommendations on construction and development projects.
3. Manage consultant and public works contracts; reviews work progress; ensures compliance with specifications.
4. Negotiates and resolves sensitive and controversial issues with other departments, other agencies and the public.
5. Works with engineering division to develop the Capital Improvement Program to develop additional capacity and to replace systems to maintain long-term public investment in Milwaukie public utilities.

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Assists in the development of master plans for the City's utilities, and assists in implementing those plans through the City's Capital Improvement Program.

6. Works in conjunction with engineering to oversee the City's utility rate-setting process, and ensure that the City reviews its rate structure for the water, waste water, and storm water utilities on a regular and periodic basis. Reviews and proposes new financing structures for all of the public works operations divisions, as needed, to implement the capital improvement program.
7. Represents public works operations to other city departments, elected officials and outside agencies; coordinates public facilities operations activities with those of other departments and outside agencies and organizations.
8. Provides professional advice to supervisors and other officials; makes presentations to supervisors, the City Council, boards, commissions, civic groups and the general public.
9. Carries out City safety program, coordinate activities with the Risk Manager and safety committee; ensures operations department compliance with all safety guidelines.
10. Responds during emergency situations.
11. Maintains positive public relations with customers and is responsive to customer needs.
12. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
13. 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) Bachelors degree from an accredited college or university with a degree in civil engineering, public administration; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) At least five (5) years of progressively responsible public works experience including three (3) years in managerial, supervisory capacity; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Knowledge of operations, services and activities of a comprehensive public works operations and capital program.
- iv) Knowledge of basic civil engineering principles and practices.
- v) Knowledge of management skills to analyze programs, policies, and operation needs.
- vi) Knowledge of applicable City policies, laws and regulations affecting division.
- vii) Knowledge of principles and practices of program development and administration.
- viii) Knowledge of Global Positioning Satellite Systems (GPS) and Geographic

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Information systems (GIS).

- ix) Skill to effectively supervise and motivate staff.
- x) Skill in arriving at cost estimates on complex projects.
- xi) Ability to interpret and apply Federal, State and local policies, laws and regulations.
- xii) Ability to develop goals and long range planning for department.
- xiii) Ability to make effective presentations.
- xiv) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- xv) Ability to prepare and analyze comprehensive and technical reports.
- xvi) Ability to manage multiple projects often within tight timeframes.
- xvii) Ability to establish and maintain effective working relationships.
- xviii) Ability to work as a team member and to cultivate a team climate.
- xix) 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 and either possess or be able to obtain within 6 months of date of hire a Commercial Driver's License with Class B endorsement.
- b) Must be able to pass the department's security clearance standards including review of driving record.
- c) Must be capable of moving about on construction work sites and under adverse field conditions when necessary.
- d) Water distribution III and Water Treatment I certification or ability to obtain in two years preferable.
- e) Wastewater collection certification III or ability to obtain in three years preferable.
- f) Must be able to obtain OSHA Confined Space and Competent Person Certification, and Traffic control certification.

**4. Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, Global Positioning Satellite systems (GPS) and Geographic Information Systems (GIS) and radios.

**5. Supervision:**

- a) This position has full scope of supervisory responsibility over assigned staff either direct supervision or through subordinate supervisors.
- b) Operates under the general direction and supervision of the Community Development/Public Works Director.

**6. Communications:**

- a) Has frequent contact with staff, vendors, members of other government entities and some communication with elected officials.
- b) The communications are often complex and may be confidential.

**7. Cognitive Functions:**

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing

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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.

**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) Works both in office setting and also regularly works in outside weather conditions, being exposed to wet and/or humid conditions and works near moving mechanical parts and in confined spaces or in traffic. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- b) Some evening meetings are required.
- c) Responds at any time of day or night to emergency situations.
- d) The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**9. Resource Accountability:**

- a) This classification has budgetary authority and is responsible for a large budget of the department.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.
- c) Has planning, maintenance and oversight responsibility for the City's infrastructure.
- d) Manages extensive databases and contracts.

*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.*

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