



## **CLASSIFICATION SPECIFICATION FIELD OPERATIONS MANAGER**

### **JOB SUMMARY:**

Under direct supervision of the Public Works Director, the Field Operations Manager oversees all operations of the Field Operations Division; manages the repair and construction of City streets, sewers, storms drains, street sweeping, traffic painting and signing, and traffic signals; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Field Operations Manager is responsible for the overall management of the Field Operations Division and performs highly complex maintenance, service, and repairs on City streets. This class differs from a Maintenance Leadperson due to the level of experience required, complexity of work performed, direct supervision of staff, and ability to make decisions within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Manages, supervises, and inspects the work of crews assigned to the construction, patching, paving, and maintenance of streets, alleys, storm drains, sidewalks, curbs, gutters, and rights-of-way; plans and coordinates the work of crews assigned to the painting of streets, crosswalks, safety zones, curbs and parking stalls, street signs, and traffic signs; determines work assignments and utilization of staff, equipment, and materials; and trains staff on work methods and safety procedures.
- Participates in operating sewer equipment, installing street signs, set up and painting of street markings, and patching concrete and asphalt streets; checks grades and inspects compacting; engages in the inspection of excavations within the public right-of-way; assists with traffic control for special events; ensures proper placement of barricades and temporary signs; and makes recommendations for necessary maintenance improvements.
- Develops and monitors the budget for division programs and projects; attends and participates in professional group meetings; prepares staff reports; maintains a log of work activities; orders materials and supplies; obtains bids for equipment; and assists in estimating and surveying street maintenance work to be accomplished.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with outside agencies, contractors, and consultants; and provides street services and consultation to a variety of field and office personnel.

- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Techniques, methods, materials, and equipment used in street maintenance including tractors, loaders, dump trucks, traffic painting, and signing equipment; traffic laws and regulations; traffic control techniques; applicable federal, state, and local laws including State Department of Health and OSHA regulations; safety orders and safe work practices related to street system construction and maintenance work; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Operate a variety of vehicular and mechanical equipment in a safe and efficient manner; correctly interpret and explain applicable federal, state, and local laws; and correctly interpret and apply department policies and procedures.
- Read plans and diagrams; determine materials and labor for projects; supervise groups of employees engaged in maintenance activities; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.

- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associate's degree in public administration, civil engineering, or a closely related field.
- Five years of increasingly responsible experience in maintaining road, road structures, or drainage and/or sewage facilities for a public or private agency, with at least two years of experience in a supervisory or lead capacity.

**Licenses and Certifications:**

- Possession or the ability to obtain within six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.
- International Municipal Signal Association Work Zone Traffic Control Safety (IMSA) Certification is desirable.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

**WORK ENVIRONMENT:**

- Work is performed in a standard office setting and outside. Employee will travel to different locations and be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Revised Date:** July 26, 2018