



## Director of Operations and Maintenance

Under the general direction of the City Manager, the Director of Operations and Maintenance oversees all Public Works operations and maintenance activities of the City of Winters. This position manages, plans, budgets, directs, and reviews activities relating to the operations, maintenance, and repair of the City's water distribution and wastewater systems; streets, sidewalks, and traffic safety devices; drainage collection systems; and parks and facilities. This position also provides complex administrative work related to the overall operation of the department; monitors projects, maintains records, and provides technical expertise; and responds to problems and emergencies related to all divisions of the department.

### **DISTINGUISHING AND CHARACTERISTICS**

This is a single, department head level position. The incumbent reports to the City Manager and has responsibility for providing daily supervision to department staff. The Director of Operations and Maintenance an executive level classification responsible for all operational sections and program areas of the Public Works Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager and has responsibility for providing direct supervision over professional, technical, administrative, and supervisory staff and consultants.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

Essential functions and responsibilities may include, but are not limited to, the following:

- Provides long range planning of major maintenance projects involving coordination with other divisions and departments to define, prioritize, budget and schedule maintenance programs related to pavement maintenance, water distribution, sanitary sewer collection, wastewater treatment, drainage conveyance and detention maintenance, park and facility maintenance.
- Plans, schedules, assigns, and supervises daily activities directly and through subordinate supervisors. Is responsible for oversight and outcomes of all Public Works program areas.
- Coordinates work with contractors, private utilities, and other City departments, divisions, and sections for the construction, operation, maintenance and repair of water distribution systems, sewage collection systems, flood control and storm drainage systems, streets and facilities maintenance.
- Reviews Capital Improvement Plan (CIP) and private land development project plans and drawings, confers with engineers, contractors, and City staff regarding projects and project

problems; provides technical advice and assistance; and evaluates work and makes change recommendations based on observation and operational problems.

- Ensures that City standards are met; ensures compliance with all federal, state, and local rules and regulations related to infrastructure and utility systems.
- Responds to emergencies such as hazard spills, floods, loss of electrical power; and maintains a variety of records and information on the occurrences.
- Develops, implements, and monitors safe operating procedures and safety programs in the construction, maintenance and operation of the distribution, collection, storm drainage, streets, parks and facilities maintenance; inspects work and directs use of the most efficient methods, interprets, analyzes, and explains policies, procedures and programs.
- Prepares and administers department budget; prepares, reviews, and modifies specifications for specialized equipment and contractual repair services; reviews and approves all orders for necessary maintenance supplies and equipment; and recommends the purchase of major equipment and items routinely used; provides highly responsible and complex administrative support on behalf of the department.
- Supervises handling public complaints and inquiries; represents the department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; recommends corrective action and implements discipline procedures as directed; maintains high standards necessary for the efficient, ethical and professional operation of the Department.
- Participates in and assists with supporting multiple community based special events and activities.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles and techniques, methods, tools, supplies, materials, and equipment including machine work applicable to heavy industry used in the construction, maintenance, repair, and replacement of the City's distribution, collection, storm drainage, streets, parks, and facilities maintenance.
- Practices, procedures and operating principles of water distribution and wastewater maintenance and operation to assure water quality, including SCADA systems.
- Principles and practices of organization, administration, budget, and personnel management, including capital planning, public works procurement requirements, and contract management.
- Principles and practices of supervision, training, performance evaluation, and work scheduling.
- Applicable federal, state, and local laws, rules and regulation codes.
- Principles and practices of leadership, motivation, team building and conflict resolution.

### Ability to:

- Train, mentor, supervise, evaluate, and discipline subordinate personnel.
- Interpret and work from sketches, plans, diagrams, and blueprints.

- Establish and maintain effective working relationships and realistic goals.
- Provide and manage expectations for the Department.
- Communicate clearly and effectively, verbally and in writing.
- Develop, implement, plan, schedule, and direct construction, repair, and maintenance.
- Monitor and manage the progress of multiple projects simultaneously.
- Observes, anticipate, plan for and problem solve operational, safety and technical policy and procedures.
- Develop and write clear and concise technical and non-technical reports.
- Current office, SCADA, and maintenance management systems, including Word, Excel, and Outlook.
- Continuously provide and foster an environment that values delivering a high-level of customer service.
- Responds competently, independently, and effectively to emergency situations.
- Ability to keep executive leadership and organization informed of critical information.

**EXPERIENCE AND EXPERIENCE**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management, or other related field.

Experience:

Six (6) years of increasingly responsible experience in the design, construction or maintenance of water distribution, sanitary sewer collection, storm drainage, streets, parks, and facilities maintenance in a municipal public works organization; including a minimum of three (3) years of increasingly responsible experience working in a management capacity.

**LICENSE OR CERTIFICATION**

- Possession of a Water Distribution Operator Certificate issued by the California Department of Health Services (DOHS) and/or Collection Systems Maintenance Certificate issued by the California Water Environment Association (CWEA) is desirable.
- Upon hire, possession of a valid California Driver’s license.

**SUPPLEMENTAL INFORMATION**

Physical / Sensory Requirements:

- Must be able to perform tasks requiring sitting, standing, walking; occasional exposure to chemicals, skin irritants, fumes, and solvents; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; the use of sense of smell; acute hearing to distinguish audible alarms; finger and hand coordination; use of a computer terminal; and the ability to sit and stand for extended periods of time.

- The ability to lift 25 pounds such as files, manuals, or small tools and equipment for distances up to 50 feet.
- Required to wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory protection program and Cal OSHA standards.