

Job Description

Human Resource Use Only

Position Number:
Step/Grade
Effective Date: 03/2014

POSITION IDENTIFICATION

Position Title: Operations Assistant
Division: Department of Public Infrastructure / Operations Division
Status: Full-Time - Exempt
Normal Workweek: Monday – Friday, subject to call-in

SUPERVISORY RELATIONSHIPS

Reports to: Operations Team Leader
Directly Supervises: This position directly supervises the Streets and Sanitation Crews and its related summer seasonal employees and indirect supervision of the Fleet Mechanics, Transit Mechanic, Zoo staff, Lift Bridge Operators, City Electrician, Cemetery staff, Parks staff, Operations Office staff and seasonal staff for all divisions listed.

POSITION PURPOSE

The Operations Assistant performs responsible supervisory work involving the use of decisive judgment and planning ability. Supervision is exercised over the streets and sanitation aspects of the operations division, including but not limited to sewer, curb and gutter, sidewalk repair, construction, and maintenance. The position works under the general direction of the Operations Team Leader and is expected to carry out most duties of this position independently. Responsible for scheduling the maintenance and operation of all Lift Stations.

ESSENTIAL DUTIES

- Oversees department safety programs in accordance with federal and state mandated regulations in the field
- Performs planning and budgeting assistance to the Operations Team Leader
- Schedules job and equipment assignments for all aspects of street and sanitation work under the Operations Team Leader supervision
- Instruct employees in correct work methods and procedures for patching, building and maintenance of streets and parking lots, grading, concrete work, sewer repairs and cleaning maintenance
- Supervise snow and ice control operations
- Keeps records of all materials and quantities used in maintenance, repair, and construction activities
- Responds to suggestions/requests/complaints from staff and citizens and recommends suitable action to Operations Team Leader
- Inspects streets for needed maintenance and repairs
- Inspects private contractors working in the City right-of-way for compliance with all federal, state, and local regulations
- Plans, schedules, and supervises equipment changeover for seasonal work

- Orders materials and supplies needed for public works maintenance, repair, and construction
- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required
- Inspects equipment used in street maintenance
- Maintains time records and work reports
- Directs yard waste and brush collection operations
- Supervises the cleaning and mowing of roadsides
- Appointed weed commissioner that responds to and inspects noxious weed complaints
- Plans, schedules, and supervises employees and equipment for weed eradication per City ordinance
- Responds to and inspects sidewalk snow complaints
- Plans, schedules and supervised employees and equipment for sidewalk snow removal per City ordinance
- Oversees dust control of gravel streets
- Schedules employee leaves and vacations
- Makes recommendations for hiring, discipline, and discharge
- Assumes duties and responsibilities for the Operations Team Leader as needed
- Indirect supervision of the Fleet Mechanics, Transit Mechanic, Zoo staff, Lift Bridge Operators, City Electrician, Cemetery staff, Parks staff, Operations Office staff and seasonal staff for all divisions listed.
- Assists with the day-to-day operations of the Operations Division as assigned/needed.
- Project management for the Operations Division as assigned by the Operations Team Leader

OTHER DUTIES

- Other duties and responsibilities as assigned

MINIMUM POSITION QUALIFICATIONS

- Education:** High school degree or equivalent. Technical training or any equivalent combination of experience and training which provides the required knowledge, skills and abilities for the position as determined by Management.
- Experience:** Experience in public works construction or maintenance including Cemetery, Parks and Zoo. Supervisory experience required.
- Certifications/Licenses:** Must possess a valid Wisconsin Driver's License
Appointed Weed Commissioner

KNOWLEDGE, SKILLS, & ABILITIES

Ability to work with the public in a positive manner; thorough knowledge of the methods, materials and techniques used in street and public works maintenance and construction projects; knowledge of the street system in the City; thorough knowledge of the occupational hazards and safety precautions of the work; ability to read blueprints and specifications; ability to supervise maintenance work for the entire division; ability to direct the work of skilled and semi-skilled employees; ability to operate a computer using modern mainstream software; knowledge of marina, docks and harbor maintenance procedures; ability to maintain inventory of construction

materials; demonstrates knowledge of proper operation of all division equipment, including but not limited to trucks, front end loaders, plows, rollers, and pumps; ability to effectively communicate in both written and verbal form and work with superiors, subordinates and the general public on all related matters concerning all aspects of the division's work; written skills include the ability to communicate to all City staff, elected officials and all community members; ability to add, subtract, multiply, divide, calculate percentage, fractions and decimals; interpret statistical data; ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment; vision abilities include distant and close vision, depth perception, focus and night-time vision required during extended night-time operations; use required movements to utilize a calculator, telephone, and computer

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to touch, grasp, and feel.

Physical Effort: The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.

Working Conditions: The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on a regular basis. The noise level in the office is moderate, when directing or working with crews the noise level will be higher whenever heavy equipment is being utilized. Accepts duty responsibility on weekends, holidays and through the week, 24/7, for the Department of Public Infrastructure as scheduled/required.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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