

# Job Description

**Human Resource Use Only**

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

## POSITION IDENTIFICATION

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

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Director of Public Infrastructure  
**Directly Supervises:** This position is responsible for the direct supervision of Streets and Sanitation crews, 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

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The position is responsible for all administrative duties in planning and directing the activities of the streets and sanitation crews, maintenance and operation of all Lift Stations, planning and directing the repair and maintenance of all equipment and vehicles in the City of Manitowoc, managing all Cemetery, Zoo, Parks and forestry operations, ensuring the appropriate vehicle or equipment is purchased for all departments, and comprehensive maintenance program ensuring maximum useful life for all capital assets. Responsible for the computer maintenance program used to administer fleet operations, the preparation and budget coordination of the Operations Division and the reporting functions of the budget, payable/receivables as well as the computers and logical controllers for the lift bridges. This position is also responsible for all Department of Public Infrastructures' buildings and grounds maintenance including the DPW and transit garage, the City gravel pit, the City lift bridges, maintenance of the Parks Shop, the Manitowoc Marina and all facilities located in the Parks as well as the Cemetery. Performs supervisory work involving the use of decisive judgment and planning ability. This position works under the general direction of the Director of Public Infrastructure and is expected to carry out most duties of this position independently.

## ESSENTIAL DUTIES

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### ➤ BUDGETING

- Assists Director of Public Infrastructure in preparing the divisional budget and is accountable for the same
- Evaluates and recommends 5-year plan capital improvement needs for the Operations Division
- Formulates rental rates for motor pool equipment

### ➤ DIVISION STRATEGIC MANAGEMENT

- Determines work schedules, sets standards, rules, regulations and policies for this division
  - Maintains training levels per CVMIC recommendations and all safety checks required by CVMIC
  - Responsible for department safety programs in accordance with federal, state and local mandated guidelines and regulations and performs in field safety checks with crews for the division
  - Develops team building initiatives to promote streamlined business processes and improve working relationships among staff
  - Creates and presents periodic reports to the Director of Public Infrastructure
  - Develops collaboration with outside organizations to promote optimization of park work with reduced staffing
  - Collaborate with Engineering Department on Division special projects
- **DIVISION OPERATIONAL MANAGEMENT**
- Schedules all pertinent training for division employees
  - Authorizes and schedules employee leaves and vacations
  - Checks and approves time sheets
  - Responsible for all accounts receivable and payable for the Division
  - Schedules job and equipment assignments for all employees in this division
  - Instructs 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
  - Instructs and trains (or schedules training for) employees in proper work techniques and procedures in the operation and maintenance of equipment
  - Schedules and supervises snow and ice control operations, arrange and schedule all private hires
  - Maintains complete and accurate records of department activities, personnel, services and property
  - Oversees sewer maintenance, lift-station maintenance, and SCADA radio systems for lift stations
  - Oversees inspection of streets for needed maintenance and repairs
  - Oversees inspection of 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
  - Oversees inspection of equipment used in street maintenance
  - Oversees activities on private property in regards to weed complaints, snow complaints and sidewalk complaints
  - Responds to suggestions/requests/complaints from staff and citizens and takes or recommends suitable action
  - Schedules and directs yard waste and brush collection operations
  - Supervises the cleaning and mowing of roadsides

- Plans, schedules, and supervises employees and equipment for weed eradication per City ordinance
- Oversees dust control of gravel streets
- Interviews, hires and trains full-time and seasonal employees
- Handles employee conflicts and assists the Director of Public Infrastructure in evaluating staff performance and recommends promotion, transfer, discipline or discharge
- Oversees all traffic control aspects for the Department of Public Infrastructure
- Responsible for preparing for, arranging all traffic control, and overseeing community special events
- Creates and maintains routes for all City street cleaning
- Oversees street painting activities and the repair, replacement or installation of new signs
- Oversees maintenance of building and grounds for Department of Public Infrastructure building, Cemetery, Zoo, Parks and Marina
- Oversees services and maintains City lift bridges, docking facilities and other harbor amenities
- Directs the operation of the City gravel pit
- Plans, coordinates and supervises the operation and maintenance of parks, cemetery, zoo, forestry, boulevards and special facilities such as athletic fields and playgrounds
- Plans and makes daily work assignments for crews and inspects work upon completion
- Coordinates and works closely with the Zoo/Recreation Team Leader in assuring maximum use of recreation facilities
- Oversees the inspection of the city parks, zoo, playgrounds, and other facilities and equipment regularly and develops a report and maintenance schedule for the necessary repairs, replacements, and damages, and then assigns crews to perform the necessary work
- Oversees the cleaning and maintenance of all assigned facilities and buildings as required
- Oversees the maintenance of city owned trees by pruning, fertilizing, and watering
- Assists in preparation of and oversees any Park's contracts as assigned
- Oversees compliance of tree ordinance and assist with the selection of trees for planting

➤ **EQUIPMENT**

- Develops and maintains a maintenance program for all city-owned vehicles and equipment
- Supervises the repair, service, and maintenance of all City vehicles and equipment
- Maintains records and reports involving preventive maintenance, repairs, parts inventories and operational costs
- Prepares recommendations and reports on types of equipment and auxiliary equipment needed or replacement and costs involved and purchases all approved equipment needed
- Writes equipment specifications for all City vehicles and Department of Public Infrastructure buildings and grounds

- Maintain North and South City owned re-fueling sites and keeps current with State regulations and permits

## **OTHER DUTIES**

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- Attend council and committee meetings as required
- Other duties as assigned

## **MINIMUM POSITION QUALIFICATIONS**

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**Education:** Two years education in automotive and equipment repair and maintenance, including experience in the area of garage or fleet maintenance; also park, cemetery, zoo maintenance or related field supplemented by college courses in supervisory skills, civil engineering or business and administration or any equivalent combination of experience and training in street and public works construction or maintenance, park, forestry, cemetery, and zoo which provides the required knowledge, skills and abilities for the position as determined by Management.

**Experience:** Experience in street and public works construction or maintenance, including supervision and management experience. Two years of experience in automotive and equipment repair and maintenance, including experience in the area of garage or fleet maintenance; park, cemetery, zoo maintenance or related field.

**Certifications/Licenses:** Must possess a valid Wisconsin Driver's License  
Commercial Driver's License with the endorsements BCDP  
Certified Worksite Traffic Supervisor – preferred but not required  
Certified Diesel/Auto Technician or related experience  
CLP – Certified Leisure Professional – preferred but not required

**Other Requirements:** No other requirements

## **KNOWLEDGE, SKILLS, & ABILITIES**

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Demonstrates knowledge of proper operation of all department equipment, including but not limited to trucks, front end loaders, plows, rollers, and pumps; exercises good judgment to make decisions and direct the daily work assignments of all laborers, be dependable, and communicate effectively with the staff and the public; comprehensive knowledge of vehicle mechanics and repair methods; thorough knowledge of automotive parts and equipment; knowledge of business practices applicable to garage management; awareness of occupational hazards and necessary safety precautions; ability to plan and supervise the work of automotive mechanics and other garage employees; computer knowledge and ability to apply it to fleet operations; knowledge of hazardous waste and disposal thereof; knowledge of marina maintenance procedure; knowledge of gas and fuel tank regulations; knowledge of parks, forestry, cemetery, zoo and building maintenance; This position must also have the ability to work with the public in a positive manner; ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes confrontational environment; ability to add, subtract, multiply, divide, calculate percentage, fractions and decimals; interpret statistical data; ability to use and comprehend the metric system; 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 divisions of the Public Infrastructure Department; written skills include the ability to communicate to all staff, elected officials and all community members; verbal skills include the ability to direct all employees under this individual's direct supervision, and all other employees as required including the general public; maintain cooperative relationships with community agencies; ability to speak to community groups about department facilities and events; vision abilities include distant and close vision, depth perception, focus and nighttime vision required during extended night-time operations.

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## **BACKGROUND CHECKS - Condition of Employment**

### **PHYSICAL DEMANDS**

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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:** This position is required to sit, stand, walk, use both hands to touch, grasp, and feel.

**Physical Effort:** The employee must regularly lift and/or move items 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.

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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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