

## ASSISTANT OPERATIONS MANAGER

### **NATURE OF WORK**

This is responsible administrative, supervisory and technical work of a complex and specialized nature planning and coordinating field crew activities in construction, maintenance and repair of City Drainage and Roadway infrastructure and facilities.

### **CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work at this level involves the supervision of subordinate supervisors in the construction and maintenance of the City Roadway and Stormwater infrastructure projects. Work in this class is distinguished from higher classes by its lack of overall operations management responsibilities and from lower classes by its emphasis on supervision of Supervisors and Crew leaders involved in Roadway and Stormwater infrastructure construction, maintenance and repair.

### **EXAMPLES OF WORK\*\***

#### **ESSENTIAL JOB FUNCTIONS**

Assists in the direction and supervision of employees engaged in Roadway and Stormwater Infrastructure construction, maintenance and repair.

Furnishes cost estimates and timetables to administrative superior for proposed construction, maintenance and repair projects.

Compiles labor, equipment and material records submitted by supervisory staff to produce benchmarking, quarterly and Stormwater activity reports.

Coordinates the use of available equipment to obtain optimal usage, effective and efficient utilization all work crews.

Periodically checks work projects for compliance with specifications, work schedules, and safety precautions.

Prepares budget estimates for areas of responsibility.

Recommends hiring, transfer, layoff, recall, promotion, discharge, performance for merit increase, and recommends approval or denial of same.

#### **NON-ESSENTIAL JOB FUNCTIONS**

Performs other related duties as assigned.

### **MINIMUM REQUIREMENTS**

Graduation from a four-year college or university with a degree in public works or management with five years of field experience; or ten years experience in public works construction, maintenance and repair activities involving more than one trade including four years of

supervisory experience; or an equivalent combination of training and experience which provide the required knowledge, skills, and abilities.

### **LICENSES/CERTIFICATES**

Florida driver's license required at time of appointment.

### **NOTES**

Considerable knowledge of the practices, equipment, and materials utilized in public works construction and maintenance activities

Some knowledge of the principles and practices of civil engineering.

### **SELECTION FACTORS**

Ability to plan, coordinate, implement, and supervise work projects.

Considerable knowledge of the hazards and safety precautions to be observed in construction and maintenance projects.

Ability to maintain records and compile them into required reports.

Ability to establish and maintain effective working relationships with subordinates, associates, supervisors, and the general public.

Ability to communicate clearly, both orally and in writing.

Ability to make sound judgments after collection of pertinent data.

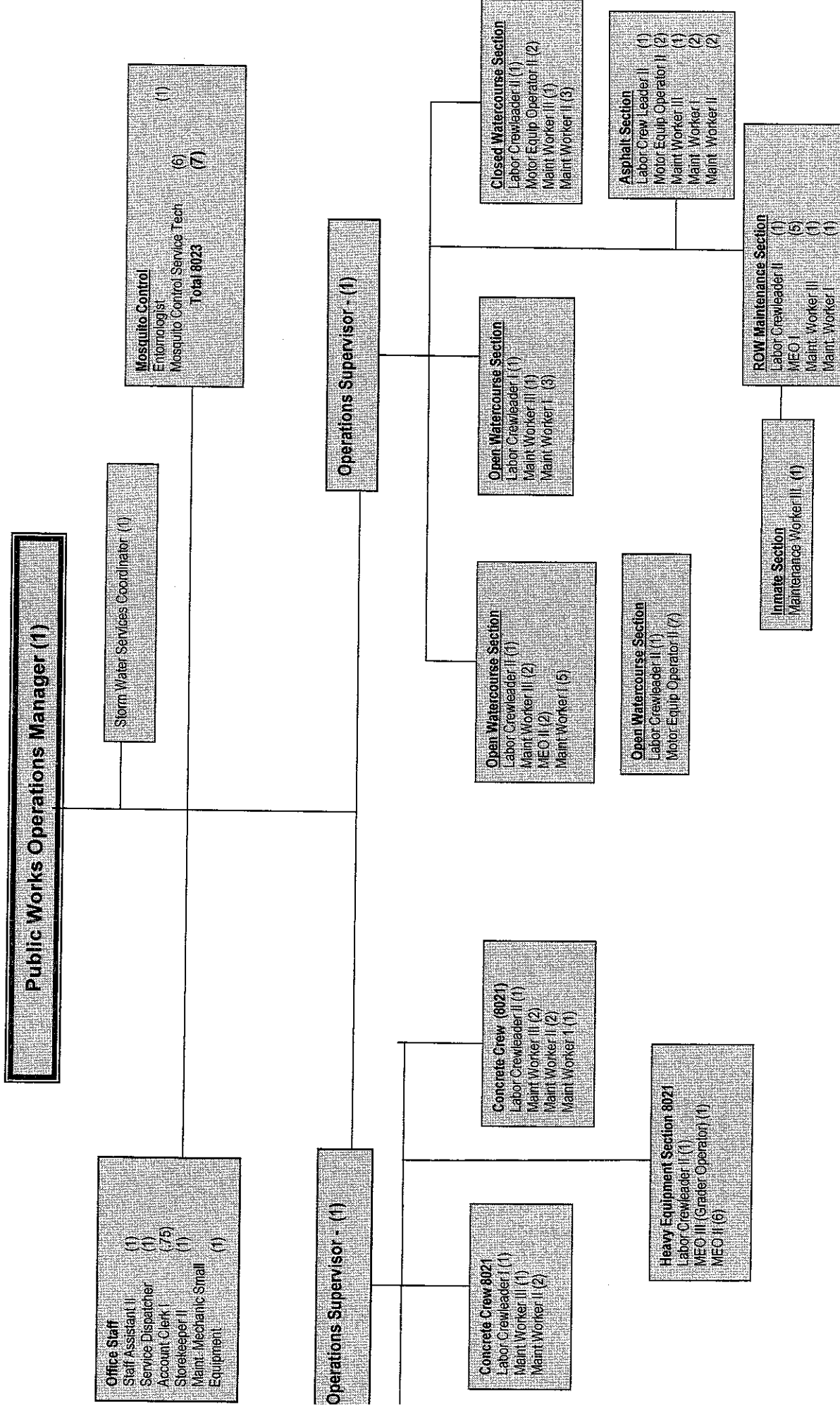
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Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 3/29/2007

# **PUBLIC WORKS/OPERATIONS EXISTING ORGANIZATION CHART**



Public Works/Operations Division Proposed Organization Chart  
06-07 (95.75)

