JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Public Works Operations Manager</th>
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<tbody>
<tr>
<td>Department</td>
<td>Public Works</td>
</tr>
<tr>
<td>Location</td>
<td>601 W Hickman</td>
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<tr>
<td>Reports To</td>
<td>Assistant Director of Public Works</td>
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<tr>
<td>FLSA Category</td>
<td>Non-Exempt</td>
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<tr>
<td>EEOC Category</td>
<td>Professionals</td>
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<tr>
<td>Pay Group</td>
<td>27</td>
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<tr>
<td>Pay Range</td>
<td>$57,408 - $83,242</td>
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GENERAL JOB DESCRIPTION

To assist in the day to day operations of the public works department. Completes reports relating to water and wastewater, such as water quality, water use, water loss, and sewer overflows. Supervises department staff, including assigning and reviewing work, completing performance reviews, instructing employees, and executing personnel actions. Ensures employees receive appropriate certification and safety training. Orders parts and supplies and reconciles invoices for public works and utilities. Plans and manages repairs and replacements of water mains and wastewater lines. Monitors water/wastewater pumps, towers, and daily operations and oversees repairs to city streets, including patchwork and overlays. Oversees right-of-way and park mowing and maintenance. Purchases and maintains inventory of safety equipment. Assists in the field with maintenance and repair duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Plans, prioritizes, manages, and assists in all jobs in public works, including repairing and replacing water mains, monitoring water pumps and towers, and maintaining water quality.

Oversees the repair and replacement of wastewater lines and the monitoring of systems pumps.

Oversees street repairs, including patchwork and overlays.

Prepares and maintains local, state, and federal reports and logs, including water quality report, water use, water loss, bacteria, and dead-end flushing.

Purchases department tools, equipment, and supplies.

Maintains department inventory and supplies.
Ensures the adherence to safe work practices by maintenance personnel; conducts safety training sessions as necessary.
Responds to and resolves difficult and sensitive citizen inquiries and complaints.
Monitors weather forecasts: plan and coordinate work in response to weather conditions.

Performs inspections on CIP projects.

Conducts research and cost estimates on future maintenance projects.

Assists with ROW ordinance enforcement.

Reviews and authorizes invoices for account payable.

Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.

Perform all other duties as assigned.

EDUCATION & EXPERIENCE

High School Diploma or GED

Five (5) years of experience in construction, public works, water distribution and wastewater collection systems, or an equivalent combination of education, training, and experience.

LICENSES & CERTIFICATES

Must have a valid CDL Class B license with no restrictions or must be able to obtain one within first six (6) months of employment.

Water Systems Operator License, Class C

Wastewater Collection System Operator License, Class II

*Failure to obtain appropriate certification will result in non-disciplinary termination.*

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Operations, services, and activities of a comprehensive utilities program.

Operations, services, and activities of street maintenance program.

Methods, techniques, tools, equipment, and materials used in the installation maintenance and repair of street maintenance, parks maintenance, and utilities systems.

Occupational hazards and standard safety precautions necessary in the work performed.

Preventive maintenance and inspection methods.
Basic principles of record keeping and reporting.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office procedures, methods, and computer equipment.
Read field maps, as-builts and street maps.

**Skill in:**

Leading and participating in streets and park maintenance, water distribution, and wastewater collection maintenance services.

Assembling and preparing data for report presentations.

Troubleshooting and problem solving related to streets, parks, and utilities systems activities.

Maintaining and repairing utilities systems.

**Ability to:**

Supervise, organize, and review the work of technical and maintenance personnel.

Select, supervise, train, and evaluate staff.

Interpret, explain, and enforce department policies and procedures within assigned crew.

Troubleshoot problem situations related to water distribution activities.

Analyze, assess, and resolve problem situations.

Analyze and calculate the quantities and type of equipment and material needed to complete streets and maintenance and improvement projects.

Prepare clear and concise reports.

Deal tactfully with the public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.