



JOB DESCRIPTION

ORGANIZATION: City of Lebanon

DEPARTMENT: Maintenance

JOB TITLE: Maintenance Operations Manager

LOCATION: Lebanon, OR

DATE: August 2020

JOB STATUS: Exempt

FLSA Exempt: Yes

PURPOSE OF POSITION: Directs all City maintenance operations. Manages all aspects of City operations and maintenance activities for wastewater treatment, parks, streets, building maintenance, fleet operations, and water treatment and distribution. Recommend projects within functional area and perform special studies in support of division. Perform a variety of technical tasks relative to the assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Manages employees involved in wastewater collection and treatment, parks, streets, and water distribution system maintenance, assigning and reviewing work; scheduling long and short-term projects, evaluating job performances; take and/or effectively recommend necessary personnel and disciplinary actions; and, resolve employee concerns.
4. Train or ensure the training of employees on the appropriate use of materials, methods, tools, and equipment, including safety measures. Observe employee activity and equipment operation for safe practices. Organize and coordinate volunteer activities.
5. Manage and coordinate the purchase and delivery of materials on site. Monitor effective use of personnel and equipment and the progress of work, according to plans and schedules.
6. Review plans for proposed new development and provide recommendations to appropriate personnel.
7. Provide estimates, obtain quotes, and perform costs analysis for departmental budget and/or construction projects.
8. Respond to questions, resolve issues and provide technical assistance at worksites. Make decisions within established policy guidelines.
9. Respond to citizen inquiries and concerns regarding crew activities.
10. Maintain records, prepare reports, and arrange work orders regarding work activities, material usage, etc. Draft specifications, evaluate, and inspect materials, equipment, and supplies.
11. Respond to emergency situations and share after hours on call duties.
12. Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, co-workers, and ancillary staff.
13. Attend evening meetings as required.
14. Follow all safety rules and procedures for work areas.

15. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Bachelor's degree in Public Administration, Engineering, Project Management, Facility Management, Business, or closely related field, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
2. 5 years' experience in facility or maintenance management or related occupation.
3. 3 years' experience in the management/operation of water/wastewater technologies and facilities.
4. Thorough knowledge of assigned area of responsibility: including wastewater collections, water distribution, streets, and parks operations and maintenance, fleet and facilities maintenance; including construction methods, materials, and maintenance procedures.
5. Considerable knowledge of the federal, state, and regional guidelines and rules related to the maintenance of the City's infrastructure to include water distribution and wastewater collection
6. Thorough knowledge of the occupational hazards and safety procedures appropriate for infrastructure maintenance activities.
7. Knowledge of computer word processing and spreadsheet programs.
8. Leadership/supervisory training.

Licenses & Certificates:

1. Current CPR/First Aid cards.
2. Possession of Class "A" Commercial Driver's License with air brake and tank endorsement or ability to obtain within six (6) months.
3. Within 18 months of appointment, must possess a Cross Connection Specialist Certification.
4. Within 18 months of appointment, must possess a Public Pesticide Applicators License with Right of Way and Ornamental Turf categories.
5. Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.

DESIRABLE QUALIFICATIONS:

Previous experience with a City Public Works Department, Maintenance Department or Water/Wastewater Treatment Plant. Possession of Oregon DEQ/OHA Treatment System certification.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Extensive knowledge of the materials, methods, techniques and federal and state guidelines used in the construction, maintenance and operation of both water distribution and wastewater collection systems and occupational hazards and safety precautions.
2. Considerable knowledge of sanitary and storm drain collection systems and the use of vehicles, tools and equipment, practices, methods, hazards and safety precautions used to perform duties; confined space entry procedures; and equipment servicing methods and techniques.
3. Knowledge of closed-circuit televising used to inspect systems.
4. Intermediate computer word processing and spreadsheet programs.
5. Personnel and supervisory practices.
6. City government and Maintenance policies and procedures.
7. Common personnel policies.

8. Government budget policies and procedures.
9. Reporting and disclosure requirements of government entities.

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Evaluating work priorities, procedures, and processes to determine effectiveness and efficiency.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex issues.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls.
2. The position requires mobility over various terrains.
3. Many duties are physically demanding requiring entry into confined spaces and occasionally moving materials weighing up to 100 pounds.
4. Movements of materials weighing up to 25 pounds on a regular basis. Duties require regular operation of light, medium, and heavy equipment, use of hand tools, jackhammer, chain saw, shovels, etc.
5. Activity and types of duties performed require manual dexterity and coordination over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment and occasionally motorized equipment.

WORKING CONDITIONS:

Work is performed in a wide variety of environments including office conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises outdoors with exposure to all weather conditions shop or work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc.

SUPERVISORY RESPONSIBILITIES: Responsible for up to 25 FTE, through multiple Crew Chiefs. Oversee contracts and programs as needed. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Maintenance Operations Director.



Approved by City Manager

August 2020